

Attendance Officer

Information for Applicants



Birchwood
Community High School



Letter from the headteacher



June 2025

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Attendance Officer vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact the us on joinus@birchwoodhigh.org

Vacancy details:**Salary Scale**

NJC Grade 6 £29,093 - £32,654 FTE. (Actual pay is £25,026-£28,089)

Contract

Fixed Term (until 31st August 2026 in the first instance) , 37 hours per week, Term time only, plus 5 INSET days.

Method of Application

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

Closing Date

Applications received after the closing time of 9am on Friday 4th July 2025 will not be considered.

Interview Dates

TBC

Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected.

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand (twiegand@birchwoodhigh.org) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills
Headteacher



‘There is a ‘buzz’ of energy in classes, reflecting pupil’s positive attitudes to their learning.’



Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



School Profile

- The school joined One Community Trust on 1st September 2023.
- The school is of an average size with 894 currently on roll.
- The most recent OFSTED inspection (December 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 40%, which is above the national average.
- The proportion of students with SEND (ECHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

JOB DESCRIPTION

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Attendance Officer
Reporting to	Assistant Headteacher
Job purpose	<p>To provide a specialist service to raise achievement by supporting young people and their families in improving school attendance and punctuality for all groups of students.</p> <p>To promote positive attitudes by pupils and their families towards education and ensuring that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence. To make home visits and lead scheduled meetings at school and off site.</p>
Key Tasks and Accountabilities	<ul style="list-style-type: none"> • Monitor whole school attendance, advising key staff of any trends or concerns that become apparent, working to bridge the gap in attendance of some of the most vulnerable groups of pupils, such as LAC, disadvantaged and SEND. • To advise the school on strategies to promote the regular and punctual attendance of all pupils and assist with the implementation of agreed strategies. • Update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally, in a timely fashion. • Leading co-ordinated support through a pro-active approach including family liaison/support, developing a partnership between the home and school working together. • Meet with school staff, pupils and parents to establish the reasons for non-attendance/poor punctuality and agree a plan with appropriate strategies and timescales to tackle the issues. • Make contact with the families in response to allocated referrals through home visits and/or meetings in school. • Liaise with the Education Welfare Officer. Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, and, if appropriate, the completion of Early Help referrals. • Liaise and work with school and external organisations to help reduce persistent absence, improve social/educational inclusion, and behaviour. • Keep accurate, clear and concise records of all interventions and consultations and update information on the school's attendance system. • Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school attendance, child employment, child protection and special needs etc. in order to be able to offer informed advice to parents, school staff and others. • Liaise with Pastoral Support and advice on all matters relating to attendance and where necessary take a lead role in developing work processes to improve school attendance. • Work on initiatives which raise the awareness of the whole school community on the importance of good school attendance. • To assist with the school census to ensure school attendance is accurate and up to date. • To support the broader work of the Office Team in providing admin support. • Any other tasks as reasonably directed by the Headteacher or SLT.

All employees have the responsibility to:
<ul style="list-style-type: none">• Ensure any documentation produced is to a high standard• Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person• Participate in training and other learning activities as required• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate• To promote the area of responsibility within the academy and beyond• To represent the academy at events as appropriate• To support and promote the academy ethos• To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

JOB TITLE	GRADE
Attendance Officer	6

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

CRITERIA	NECESSARY REQUIREMENTS	APPLICATION INTERVIEW
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • High level of general education, including GCSE Mathematics and English 9-4 (A-C). • Experience of working in a school /educational environment • Experience of working with children • Administration in an office environment • Experience in the use of Arbor • Knowledge and experience of the legal responsibilities placed upon schools to manage attendance 	E E E E D E
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Knowledge of issues relating to schools attendance • Knowledge of the legal framework related to school attendance • Knowledge of how schools and education welfare function • Knowledge of safeguarding procedures • Understanding of the issues which may cause poor school attendance that impact on children and life chances • Effective interpersonal skills • To be emotionally resilient and to be able to work in a challenging environment • Strong written and spoken communication skills, face to face, telephone and email with adults and children • Able to self-motivate, plan, organise and prioritise effectively • Have a understanding of students needs and disciplines • Flexibility & the ability to work under pressure, delivering to deadlines and prioritising work load • Ability to cope with a wide range of tasks in a busy and changing environment. • Ability to use initiative and be proactive • Ability to empathise and handle confidential issues and material sensitively and appropriately • Ability to analyse and interpret information and present findings in a clear and concise manner • Ability to work as part of a team • Ability to work to deadlines with excellent attention to detail and accuracy levels • Reliability, flexibility, professionalism, integrity and confidentiality • Demonstrate a commitment to safeguarding and promoting the welfare of the students within in the school • Ability to contribute to meeting and disseminate good practice 	E E
IT Skills	<ul style="list-style-type: none"> • Excellent computer literacy skills required on multiple software applications (e.g. Expert Level - ARBOR, EXCEL, WORD and 	E

	<p>Classcharts) to develop, produce, analyse and interpret various data formats for maximum impact on raising levels of attendance</p> <ul style="list-style-type: none"> • Ability to produce accurate, concise, written reports, etc 	E
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Enhanced DBS Disclosure • Car owner • Ability to carry out home visits • Attend training courses • The ability to cope with a wide range of tasks in a busy and changing environment. • Excellent time keeping and attendance record with an enthusiastic and positive attitude. 	E D E E E E

