



Birchwood Community High School

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Brock Road, Birchwood,
Warrington, Cheshire, WA3 7PT

Tel: 01925 853500

Email: contactus@birchwoodhigh.org

www.birchwoodhigh.org



Attendance Officer

Start Date: September 2026
Contract Type: 37 hours per week, Term Time only, plus 5 INSET days
Contract Term: Permanent
Salary: NJC Grade 6 £30,024 - £33,699 FTE. (Actual pay is £25,826-£28,987)

Birchwood Community High School is a thriving school at the heart of community life and continues to grow and flourish. We have an exciting opportunity for an Attendance Officer to join our team. The successful candidate will work alongside a wider team of pastoral support to include our Safeguarding and Pastoral Team & Assistant Headteacher for Attendance. The successful candidate will need to be highly organised, hardworking, flexible and enjoy working in a busy school environment.

Key Responsibilities: -

- Monitoring daily attendance and following up on absences
- Building positive relationships with students and families to encourage regular attendance, making home visits when needed
- Working closely with staff and external agencies to support pupils with attendance concerns
- Keeping accurate records and producing reports for senior leaders
- Supporting the school's safeguarding and well being priorities

In return, we will offer you:-

- exceptionally supportive parents and governors
- a commitment to your professional development
- an opportunity to be part of a thriving school community
- a beautiful working environment, both inside and out
- to be part of a hardworking, dedicated team

Please see the linked documents or our website for further details. If, prior to submitting an application, you would like to see for yourself why we believe this is such a fabulous school in which to work, then do not hesitate to contact us to arrange a visit.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this legal requirement. The successful applicant's appointment will be subject to satisfactory pre-employment clearances including a Disclosure and Barring Service check (formally CRB).

For further details and an application form please visit: www.birchwoodhigh.org

Closing date for application: Tuesday 11th August 2026 at 9am. Interview date is week commencing 1st September.

Application forms should be returned to joinus@birchwoodhigh.org