



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 Manager

Start Date:	ASAP
Contract Type:	37 hours per week, Term Time only, plus 5 INSET days
Contract Term:	Permanent
Salary:	NJC Grade 8 £39,152 - £42,839 FTE. (Actual pay is £33,678-£36,850)

Birchwood Community High School is a thriving school at the heart of community life and continues to grow and flourish. We are seeking an experienced and proactive Attendance Manager to lead and elevate our school's attendance strategies. Stepping beyond administrative tracking, this role requires a strategic practitioner to drive high standards of attendance, build collaborative cross-departmental interventions, and ensure every student is supported to achieve their full potential.

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: -

- **Strategic Oversight & SLT Reporting:** Prepare concise fortnightly attendance summaries and data insights for the Senior Leadership Team (SLT) to track trends and inform whole-school policy.
- **Data & Targeted Monitoring:** Perform detailed weekly spreadsheet management and analysis to identify trends and flag students approaching Persistent Absence (PA) thresholds for early intervention. Communicating with staff weekly with updates of the school attendance figures.
- **Attendance Initiatives & Rewards:** Design, launch, and manage creative whole-school attendance strategies and reward schemes that celebrate excellent and improved attendance. Including delivering termly CPD for staff.
- **Cross-Functional Strategy Meetings:** Lead regular attendance strategy meetings alongside the Safeguarding (DSL) and SEND teams to build unified support plans for vulnerable students.
- **Intervention & Engagement:** Act as the lead link between families, pastoral teams, and external agencies, conducting targeted meetings to remove barriers to regular school attendance. Including regular tracking of students in school that do not attend lessons.

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



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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: Friday 18th September 2026 at 9am. Interview date to be confirmed.

Application forms should be returned to joinus@birchwoodhigh.org