



JOB ADVERT

ATTENDANCE OFFICER

The Birkenhead Park School is a school transformed, with improving examination results, high expectations and a strong commitment to helping every student succeed. Our June 2026 Ofsted inspection recognised a 'Strong standard' in attendance and behaviour, inclusion, and leadership and governance.

Attendance is central to this success. Inspectors recognised that attendance has risen above the national average and persistent absence has reduced markedly. They highlighted the powerful relationships built with families and the individual support provided to help students overcome barriers to attending school.

This success is driven by a proactive, skilled and hardworking Attendance Team, who work closely with students and families to provide practical support and ensure every child is in school, ready to learn.

The school's innovative approach to attendance was recently recognised with a win at the Educate Awards, shining a spotlight on the team's commitment, creativity, and impact.

We are now seeking a dedicated Attendance Officer to join our award-winning team and help us build on these achievements.

KEY RESPONSIBILITIES

- ✓ Play a crucial role in improving school attendance and punctuality, helping raise student achievement and meet school targets.
- ✓ Maintain Highly accurate attendance records and ensure all systems are up to date and compliant.
- ✓ Take on a varied and active role, including completing home visits to support families and drive positive attendance outcomes. For this purpose of these visits you should hold a full driving licence.
- ✓ Use relationship skills to motivate, inspire and support students through positive engagement.
- ✓ Collaborate with staff across the wider school to develop strategies and interventions

Reports to: Trust Director of Attendance and Parental Engagement

Hours: 36 hours per week, 39 weeks per year
(term time + inset days)

Contract: Permanent, term time

Salary: Grade 6, SCP 11-17, actual salary
£25,116 - £27,686 (FTE £29,071 -
£32,046)

Start date: November 2026





ABOUT YOU

We are looking for an energetic, caring and positive Attendance Officer who is committed to supporting young people and their families.

You will enjoy building trusting relationships, listening without judgement, and working alongside families to help remove barriers to good attendance and punctuality.

You will believe deeply in the power of education and understand how life-changing regular attendance can be – especially for students who may be facing additional challenges or disadvantage. As regular home visits are an important part of the role, you must hold a full driving licence and feel confident driving every day.

Please see the separate job description for the full person specification

THE ATTENDANCE TEAM

Our Attendance Team plays a key role in the school's success, with student attendance improving significantly over recent years.

Led by our Trust Director of Attendance and Parental Engagement, our three Attendance Officers and Attendance Administrator work closely with students, families and colleagues to remove barriers and promote the importance of being in school.

Our June 2026 Ofsted inspection recognised attendance and behaviour as a 'Strong standard', highlighting the strong relationships with families and the support that helps students feel safe, cared for and ready to learn.

This commitment was also recognised at the Educate Awards, where Kellie, our Trust Director of Attendance and Parental Engagement, was named Support Staff Star of the Year.

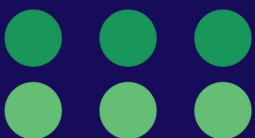
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Improving attendance transforms futures - and that's what drives our team every single day.

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Kellie,

Trust Director of Attendance and Parental Engagement



About us

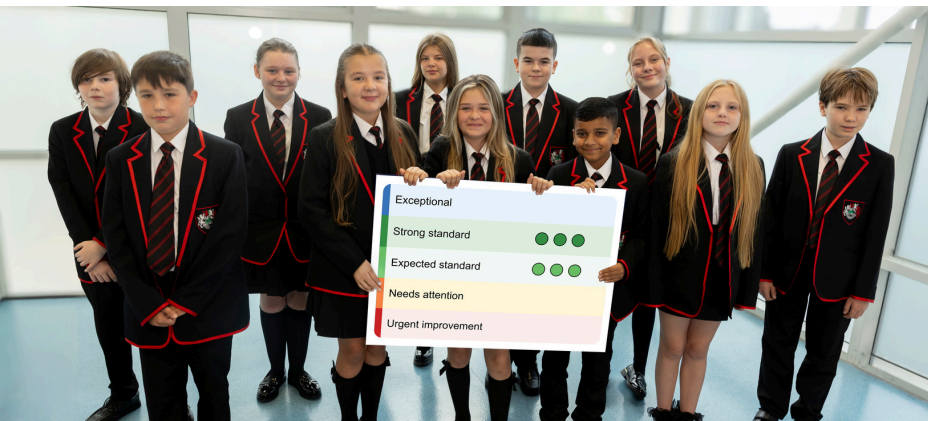
The Birkenhead Park School is a school transformed.

In its latest inspection, Ofsted found that pupils' experiences had "improved dramatically". High expectations, strong relationships and a calm, respectful environment have changed daily life at the school.

Our students are proud to belong, and we are proud of the staff who have made that change possible.

This is an exciting time to join us. As part of The BePART Trust, you will work with colleagues who are ambitious for every young person and committed to building on what the school has achieved.

You will have the chance to contribute your skills and ideas to a school with a strong sense of purpose and a clear belief in what its students can achieve.



How to apply

If you want to make a genuine difference, be part of a high-performing culture, and contribute to a school with unstoppable momentum, please complete the Support Staff application form:

<https://www.birkenheadparkschool.com/job-vacancies>

Please email your completed application form to recruitment@birkenheadparkschool.com



Application deadline:
Monday 2nd November, 9am

Interviews are provisionally scheduled for Wednesday 11th November 2026

The
Birkenhead Park
School

