**Attendance Support**

**Salary Grade:           Grade 5 (£25,183 - £26,409) – Pay Award Pending**

**Actual Salary:           £21,950.54 - £23,019.17**

**Working Hours:       37 hours per week, Term Time plus 5 inset days working 39 weeks**

**8.30am to 4.30pm Mon to Thurs and 8.30am to 4pm on Fri**

**Contract Type:         Permanent**

**Start Date:                As soon as possible**

We are seeking a reliable and organised individual to join our secondary school as an Attendance Support Officer. Working under the direction and guidance of senior staff, you will play a key role in promoting excellent pupil attendance by providing effective clerical and administrative support. This is a fantastic opportunity to support student wellbeing and help ensure every child has the opportunity to succeed.

You will assist in monitoring attendance data, following up on absences, and maintaining accurate records, contributing to the smooth running of our school. Strong communication, attention to detail, and a commitment to safeguarding and supporting young people are essential.

*Our mission is “To inspire confident learners and take them on a journey of opportunities throughout Endon High School so that they can thrive academically, socially, physically and emotionally, within a happy and caring environment.*

*We expect all members of our school community to value: Curiosity, Determination and Kindness. To be ready, be respectful and be responsible. To believe in our motto ‘Plus est en vous’- that everyone has more in them.*

*We aspire to equip everyone with the knowledge, understanding, skills and qualities needed to achieve success at the highest level. Empowering every learner to go beyond their best and aim for excellence in everything they do, so that they may all follow a quality pathway after Endon High School and thrive in an ever-changing world.”*

*One of the many strengths of this school is the opportunity for students to take part in a wide variety of enrichment activities. There are many residentials, both in the UK and abroad. The school is also proud of its rich extended schools programme called the Endzone with numerous clubs and activities available each day for an hour after school.*

*Endon High is a vibrant, busy and happy school with a special atmosphere; where relationships between staff, students and parents/carers give our young people the opportunity to thrive. We are looking for a candidate that will buy into our ethos and values, knowing that there is more in them too.*

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Shaw Education Trust** are a thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. We’re a growing group of dynamically awesome academies providing education to children of all ages and abilities. Staff across our team of schools are dedicated to ensuring that every child has the opportunity to be successful, whatever their starting point in life.

In our secondary schools, we pride ourselves on our innovative approach to curriculum design, to ensure all our schools have breadth and ambition for all students, regardless of their starting points and barriers. Standard curriculum models don’t always engage all students, so we constantly seek to innovate and provide better opportunities to develop both knowledge and skills for life. We want our students to believe their curriculum is bold, exciting, purposeful, and ultimately leads to something meaningful for them. Some examples of our innovation include moving towards an extended school day, to provide a world class enrichment programme and more opportunities for essential skills like reading and cultural capital.

We are currently at an exciting point in their evolution, with collaboration at the heart of our collective endeavour. We don’t operate in silos: we value the power of the pack and strive to collaborate as a collective, ensuring no school or colleague is left behind. We are currently co-constructing an aligned curriculum across all EBacc curriculum subjects,

to create a world class curriculum, rich in powerful knowledge and skills. This is driving up standards through the sharing of the very best practice, whilst allowing each school sufficient flexibility for autonomy to do what is right for their local context. A by-product of this approach has been the reduction in planning workload for colleagues, meaning they can spend more time on the things that matter and fostering strong relationships with pupils and delivery of the curriculum.

As a group of schools, we take an evidence-informed approach to developing the quality of our teaching and learning, learning from research and best practice in the sector. We value a non-hierarchical, supportive approach to developing great teachers. As a people-focused trust, we consider the professional development of our staff as a fundamental responsibility. Where any schools face any barrier, it has the mutual support of the others in sector to call upon for subject specific or general support, all facilitated by a group of servant leaders at trust level. Our Heads meet regularly and genuinely support each other in a non-competitive environment. We have team of directors with vast experience at headship, senior and middle leadership levels and our team of subject directors are supporting

subject staff across the trust to design and deliver the very best curricula, providing subject specific pedagogical support.

Please visit our Careers site for more information on Endon High School on [Endon High School Career Site (schoolrecruiter.com)](https://endon-staffs.schoolrecruiter.com/)

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Or click the QR Code to see all the vacancies with Endon High School.

**Shaw Education Trust offer the following employee benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Electric Car Scheme: Environmentally friendly vehicles with our electric car scheme.
* Access to Medicash Health & Wellbeing Plan: Enjoy health services designed to support your well-being.
* Free DiscountForTeachers Scheme for all staff (Support and Teaching), Exclusive discounts to save money with a wide selection of discounts and exclusive offers from hundreds of the biggest brands.
* Free Eye Tests
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

know **our people** are the key to our success and so we’re committed to ensuring the **employment experience** at **Shaw Education Trust** is a **rewarding** one.

**Endon High School** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy CVs alone will not be accepted.**

**Closing Date:            9.00am Friday 16th May 2025**

**Interview Date:        w/c 19th May 2025**

**We reserve the right to appoint before the closing date as we review applications on an on-going basis and interviews may be arranged as suitable candidates are identified, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.