



Boundary Way, Penn,
Wolverhampton WV4 4NT
Tel: 01902 556530
Email: enquiries@hswv.co.uk
NOR 1788 SIXTH FORM 383

ATTENDANCE OFFICER – JOB SHARE
Required for September 2025
NJC Grade 3 (estimated actual salary £4351 - £4490)
1 day per week
Term Time Only

We wish to appoint an enthusiastic individual to support the work of our Inclusion Team in managing student attendance, in conjunction with the existing postholder. The successful candidate will be responsible for collating daily messages regarding student absence and inputting this information into the school Management Information System (Bromcom). They will need to be self-motivated with excellent attention to detail, and be able to work with discretion and understanding.

This role is required for Fridays, 8am to 5pm, Term Time Only.

As a Team we offer:

- Experienced and supportive staff
- A creative and collaborative working environment
- Opportunities for personal development
- Membership of the Local Government Pension Scheme through West Midlands Pension Fund

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

Please submit applications through [TES](#)

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mrs D Turner: Chief Financial Officer – dturner@hswv.co.uk

Closing date: Monday 2nd June 2025 at 9am
Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust website: <https://www.lykos.org.uk/our-trust>



HIGHFIELDS SCHOOL

Job Description

Post Title:	Attendance and General Admin Officer
Purpose:	<ul style="list-style-type: none">• To support the work of the Inclusion Team in managing student attendance.• To input student absences into MIS daily.• To ensure effective communication with parents/carers and students.• To provide Reception cover as required, ensuring an efficient and effective service.• To provide general administrative and clerical support.
Reporting to:	School Business Manager
Responsible for:	Not Applicable
Liaising with:	All staff, parents/carers, external agencies, visitors
Working Time:	Job Share (bespoke working pattern) 8am to 5pm 1 – Monday to Thursday, Term Time Only 2 – Friday, Term Time Only
Salary/Grade:	Grade 3
Disclosure level	Enhanced

MAIN (CORE) DUTIES

Absences

- Collate daily messages regarding student absence, and share this information with staff as appropriate.
- Input student absences into MIS and ensure registers are accurate.
- Coordinate daily communication with parents/carers regarding student absences.

Support of Inclusion

- Oversee the record of students signing in late, inputting the data into MIS.
- Communicate with parents/carers regarding attendance and punctuality at the request of the Inclusion Team.
- Liaise with external agencies where students are educated off site and dual registered to ensure their attendance register is completed accurately.
- Sign students out of school.

Business Admin

- Provide general daily reception cover.
- Coordinate bookings and maintenance of school mobile phones.
- Receive and co-ordinate lost property.
- Provide administration and clerical support as required by the School Business Manager.

Quality Assurance
<ul style="list-style-type: none"> • To implement and adhere to school quality procedures. • To contribute to the process of monitoring and evaluation in line with school procedures including performance criteria. • To contribute to the review of procedures and protocols. • Ensure all procedures and materials used are GDPR compliant.
Communications
<ul style="list-style-type: none"> • To communicate effectively with students, staff and external agencies as appropriate. • To follow agreed policies for communications in the school.
Management of Resources
<ul style="list-style-type: none"> • Ensure appropriate resources are in place for the efficient and effective daily operations.
Staff Development
<ul style="list-style-type: none"> • Work as a member of a designated team and contribute positively to effective working relations within the school. • Take part in the school's staff development programme by participating in training and professional development activities. • Undertake Appraisal Review.
Marketing and Liaison
<ul style="list-style-type: none"> • Take part in marketing and liaison activities such as Open Morning as required. • Support events and meetings held outside of normal school hours as required.
Other Specific Duties
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:.....
Member of staff



HIGHFIELDS SCHOOL

ATTENDANCE OFFICER PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE Maths and English or equivalent		✓
Good standard of education		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working in an educational setting		✓
Experience of working in a busy environment, communicating with members of the public	✓	
Experience of using Microsoft Office packages		✓
Experience of using management information systems (e.g. Bromcom)		✓

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Good level of ICT skills	✓	
An ability to plan, prioritise, implement and monitor complex tasks within set time scales	✓	
Excellent attention to detail and high standards of accuracy	✓	
Able to communicate well with others	✓	
Working knowledge of school procedures		✓
Evidence of undertaking some professional development		✓
Flexible approach to people and situations	✓	
Ability to use own initiative appropriately	✓	
Work constructively as part of a team	✓	
Experience of liaising and planning with staff		✓
Ability to act with discretion and confidentiality	✓	

OTHER	ESSENTIAL	DESIRABLE
A commitment to Safeguarding and promoting the welfare of children	✓	
Personal presence and high expectations	✓	
Positive outlook and strong work ethic	✓	
Sense of humour	✓	