



# Attendance Officer

# Queen Mary's High School

Required from 2<sup>nd</sup> June 2025 or sooner

Permanent, Term-Time Only

37 hours per week

NJC Pay Scale, Grade 5 (SCP 9-17)

## APPLICATION PACK

Queen Mary's High School  
Upper Forster Street  
Walsall  
West Midlands  
WS4 2AE

**Telephone:** 01922 721013

**Website:** [www.qmhs.org.uk](http://www.qmhs.org.uk)

**Email:** [qmarys@qmhs.merciantrust.org.uk](mailto:qmarys@qmhs.merciantrust.org.uk)

**Headteacher:** Mrs N Daniel

**Chair of Governors:** Mr T Normanton

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# WELCOME TO QUEEN MARY'S HIGH SCHOOL

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March 2025

Dear Applicant,

## **Vacancy for the role of Attendance Officer**

I would like to thank you for taking the time to find out more about this important role at Queen Mary's High School. Queen Mary's High School is an Outstanding (Ofsted, 2021), oversubscribed selective girls' grammar school; we are co-educational in our sixth form provision.

We are looking to appoint a reliable and efficient Attendance Officer. The successful candidate will report to the Assistant Headteacher (Community and Inclusion) and work closely with the pastoral and administration teams. The successful candidate will have strong ICT skills, good communication, an eye for detail with the ability to work on their own initiative and have a positive and proactive approach. Previous experience in a school setting is desirable although not essential.

Queen Mary's High School is a vibrant and diverse community, an extremely rewarding place to work and our students are truly exceptional. We have a dedicated, expert, and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement. We are a school that is immensely proud of our commitment to wider and individualised student support that aims to empower all students to achieve their academic potential.

At Queen Mary's High School, we are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged, and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff. If you are like us, passionate about having a positive impact on young people's lives, and excited by this opportunity, we warmly welcome your application.

I very much look forward to hearing from you.



Mrs N Daniel  
Headteacher

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## ABOUT QUEEN MARY'S HIGH SCHOOL

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Queen Mary's High School is a diverse, busy and happy school. Care for the individual lies at the heart of our provision. We are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged and is celebrated. Whilst academic achievement is a key part of our school culture, we recognise that there is much more to learning than that which takes place in the classroom. Our students benefit from and enjoy a range of extra-curricular activities. This includes participation in our competitive House system, opportunities in sport, music and drama, residential trips and visits along with a range of other clubs and societies. Sixth Form students play a key role in the life of the school through their leadership roles and capacity as role models for our younger students. We have a long and established tradition of educating the thinkers, doers and change makers of the future and have been doing so for over 125 years. Queen Mary's High School is a school which is proud of its heritage and tradition whilst simultaneously being committed to developing staff and students who are outward facing, innovative and ready to take on a challenge.

Queen Mary's High School has a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence. Partnerships between school, parents and pupils enable examination success and wide-ranging life enriching opportunities outside of the classroom prepare and equip our students to meet the challenges of a rapidly evolving world.



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## THE TRUST

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The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.


The Mercian Trust recently merged with the Q3 family of schools, it is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School and The Ladder school, an Alternative Provision Free School.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust and Q3 family of schools are:

- Aldridge School
  - Queen Mary's Grammar School
  - **Queen Mary's High School**
  - Shire Oak Academy
  - The Ladder School
  - Walsall Studio School
  - Q3 Academy Great Barr
  - Q3 Academy Langley
  - Q3 Academy Tipton
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# THE ROLE: ATTENDANCE OFFICER

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## Job Purpose

- To be the Attendance Officer for Queen Mary's High School.
- To offer support to the pastoral team and liaise with students, parents, school staff and external agencies to offer the best possible care and outcomes for all our students.
- To foster a safe and friendly environment for students, parents and staff to ensure positive collaborative working and family engagement.

## Attendance and Punctuality Support

- To record and follow up on all absences from school.
- To keep absence records up to date re. absence explanations.
- To check accuracy and correct coding on sessional and lesson registers as well as chasing up missing marks.
- To liaise with the Assistant Headteacher (Community and Inclusion) in implementing the school's policies around attendance and punctuality.
- To produce and analyse reports on attendance/punctuality figures using GO4Schools and Inventry to raise attendance/punctuality concerns with Heads of Year/Assistant Headteacher.
- To meet with school staff to identify individual problems and possible solutions relating to punctuality and attendance.
- To support Heads of Year in the chasing-up of absences and persistent lateness, through the sending of standard letters, telephoning, texting and/or parents and other stakeholders.
- To work with the pastoral team, students and their families to help address attendance and punctuality issues.
- To ensure all late arrivals to school are challenged, recorded and monitored. To manage the process of organising late detentions and further consequences for non-attendees.
- To process and coordinate the administration of all requests and associated responses for student leave of absence – in consultation with Heads of Year and the Associate Headteacher.
- To organise praise cards and certificates for both 100% and improved attendance.
- To liaise as required with any Alternative Provision placements re student attendance.
- To liaise with the Education Welfare Officer (EWO) and Assistant Headteacher regularly, prepare required paperwork and present information as required to enable the school to meet its statutory responsibilities. This will include requesting penalty fine notices, and, if appropriate, the completion of referral forms.
- To transfer write-ups from the EWO to CPOMS to track student interventions.
- To record and track all levels of intervention re attendance and punctuality for each student.
- Following training, undertake home visits or meetings in school for persistent absentees to assess reasons for absence and facilitate a return to education.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.

### **Additional Duties**

- To ensure the production of fire lists and co-ordination of reporting system for fire drills.
- To provide school reception cover and support as required.
- To administer the 'ParentMail' text message/email service.
- To follow up non-attendance at Parents' Evenings.
- To undertake any other task deemed necessary by the Associate Headteacher or their PA that is commensurate with the level of this post to help support pastoral care, teaching and learning within the school.

### **Review and Amendment**

This job description is not exhaustive nor exclusive; it should be seen as enabling rather than restrictive and will be subject to regular review. It does not constitute a fixed list of tasks. It reflects the core priorities of the role which are subject to change depending upon the changing needs of the school and of the students.



## PERSON SPECIFICATION

	Essential	Desirable	Assessed
<b>Qualifications</b>			
A*-C grade in English and Maths at GCSE Level or equivalent.	✓		Application
Willing to learn new skills, acquire further knowledge and undertake further training/development.	✓		Interview
<b>Experience</b>			
Have good computer and administrative skills and be experienced in MS Office, Word, and Excel.	✓		Application /Interview
Experience in a school setting.		✓	Application
Experience in administration in a school setting.		✓	Application
<b>Knowledge, Skills and Abilities</b>			
Understanding of current DfE guidance on attendance.		✓	Interview
Possess strong organisational skills with the ability to prioritise, meet all deadlines and remain calm under pressure.	✓		Application /Interview
Have strong attention to detail and accuracy.	✓		Application /Interview
Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people e.g. students, teachers, parents/carers.	✓		Application /Interview
Be self-motivated, enthusiastic and hardworking and flexible in their approach.	✓		Application /Interview
Have a pro-active approach to problem-solving.	✓		Application
Embrace new technologies and ideas that enhance and improve administrative tasks.	✓		Application
To maintain complete confidentiality and discretion at all times.	✓		Application /Interview
Ability to work as part of an effective team showing enthusiasm, adaptability & flexibility.	✓		Application /Interview
Ability to take responsibility for self and be accountable for own actions.	✓		Application /Interview
To be able to work on one's own initiative.	✓		Application /Interview

<b>Values and Attributes</b>			
A commitment to the values, vision, and wider ethos of Queen Mary's High School.	✓		Application /Interview
A desire to work in a school environment to support the improved life chances of young people.	✓		Application /Interview
A willingness to contribute to enrichment and co-curricular activities.	✓		Interview
A knowledge and understanding of safeguarding within a school setting and the commitment to safeguard and protect the welfare of children and young people.	✓		Application /Interview
A clear sense of responsibility for their own professional learning and development and a willingness to develop expertise and undertake training programmes to support this.	✓		Application /Interview
Have excellent punctuality and attendance.	✓		Application /Interview
Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities.	✓		Application /Interview





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## SAFEGUARDING AND SAFER RECRUITMENT

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- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

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## HEALTH AND SAFETY

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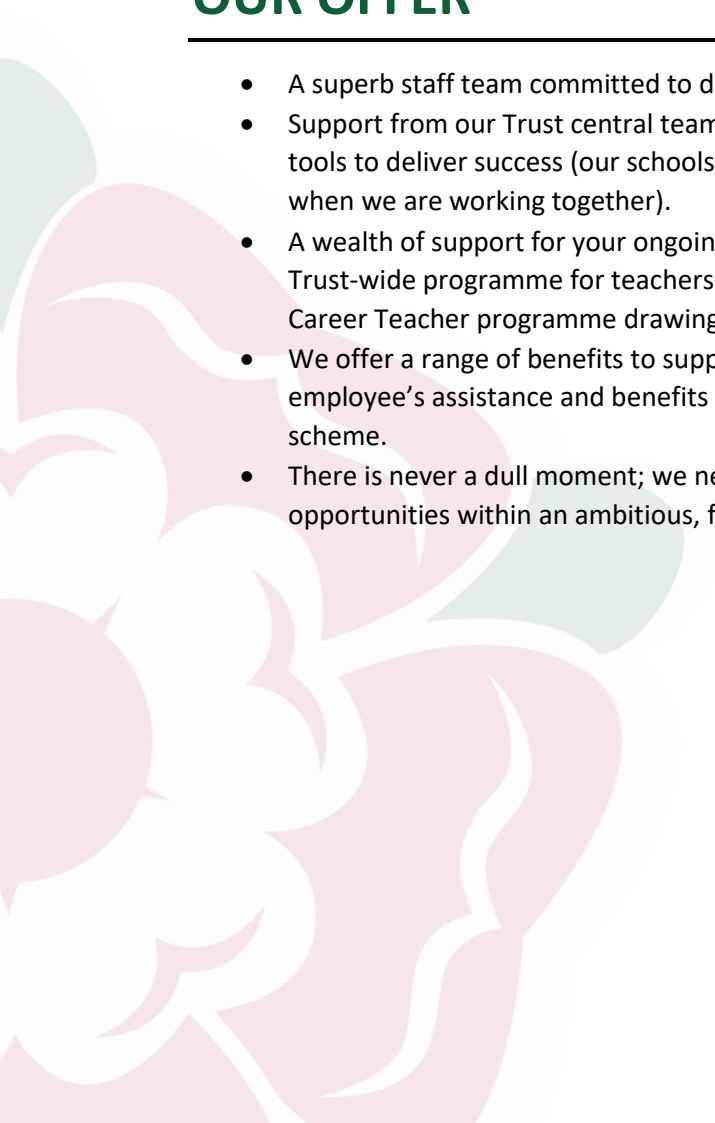
The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

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## OUR OFFER

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- A superb staff team committed to doing their absolute best for all in our school community.
  - Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
  - A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust.
  - We offer a range of benefits to support our staff wellbeing including access to the employee's assistance and benefits programme, our school fitness suite and a cycle to work scheme.
  - There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.
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## KEY INFORMATION – HOW TO APPLY

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<b>Post</b>	Attendance Officer
<b>Responsible to</b>	Assistant Headteacher (Community and Inclusion)
<b>Contract and Salary</b>	<p>This is a full-time, permanent position working 37 hours per week Monday – Friday for 39 weeks a year (term time only, inclusive of INSET days).</p> <p>NJC Pay Scale, Grade 5 (SCP 9-17) FTE Salary: £26,409 - £30,060 <b>Actual Salary: £22,715 - £25,970</b></p>
<b>Closing Date</b>	Sunday 27 <sup>th</sup> April 2025
<b>Interview Date</b>	Thursday 1 <sup>st</sup> May 2025
<b>Start Date</b>	Monday 2 <sup>nd</sup> June 2025 (negotiable)
<b>How to apply</b>	<p>Complete the Mercian Trust online application form and include a supporting statement / document no longer than 2 sides of A4 outlining how your recent and relevant experience and expertise match the requirements of the role.</p> <p>Please note, your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process.</p> <p>Should you have any questions about the role or wish to arrange a visit prior to application, please contact Miss Tomkinson, the Headteacher’s PA, via <a href="mailto:m.tomkinson@qmhs.merciantrust.org.uk">m.tomkinson@qmhs.merciantrust.org.uk</a></p>

