



# VACANCY

## Attendance Officer – Starting September 2025

### Who are we:

We are committed to demonstrating our school vision of 'Enabling Communication, Independence and Enjoyment for Life' through our chosen school values of Communication, Independence, Wellbeing and Inclusivity. We strive to live these values throughout each school day.

Severndale Specialist Academy is a multi-site Academy catering for children with special educational needs in Shropshire. Our children and young people are aged 2 ½ to post-19 and have a range of learning difficulties. These include moderate, severe, complex and profound learning difficulties, those with autism, complex medical conditions and physical and mobility difficulties. A number of our young people present behaviour that can challenge, arising from their condition; many have communication difficulties.

### What is the purpose of the role:

We are currently seeking to appoint an enthusiastic, dedicated and efficient Attendance Officer to join Severndale Specialist Academy. The purpose of this post is to ensure the accuracy of registers in line with the Attendance policy and safeguarding procedures. The successful candidate will have an absolute commitment to working closely with the Lead DSL and wider DSL team to promote, review and monitor all aspects of student attendance. The successful candidate will also have a high regard for confidentiality, an ability to show initiative, and be able to demonstrate a high level of accuracy and attention to detail in their work. If you are an efficient administrator who can communicate effectively with students, families and staff in a supportive and calm way, we want to hear from you!

### Skills required:

- Good interpersonal skills and the ability to speak positively and confidently to parents and carers on the telephone.
- Ability to follow set procedures to meet legal requirements of some attendance processes.
- Able to respond well to periods of pressure.
- A friendly and welcoming nature.
- Willingness to be trained and acquire new skills.
- Comprehensive and contemporaneous record keeping is essential, and you will therefore require good IT skills.

### What's included:

- Permanent contract
- Salary range scale: Scale 5, Point 13 with a progression scale to Point 17
- Hourly Rate £14.60 - £15.58 (April 2025 pay award pending)
- The hours of work are: 37 hours per week Monday to Thursday 08:30-16:30 and Friday 08:30-16:00.
- Term-time plus one week (PD Days).
- Access to the School Advisory Service
- Bike to Work scheme
- Continuing Professional Development
- Local Authority Pension Scheme

**Closing Date: 9am on Wednesday 25<sup>th</sup> June 2025**

If you want to further your career in an innovative SEND environment, then please complete the application form on our website – [www.severndaleacademy.co.uk](http://www.severndaleacademy.co.uk) and forward your information to our HR department at [recruitment@severndaleacademy.co.uk](mailto:recruitment@severndaleacademy.co.uk)

The Learning Community Trust is committed to safeguarding and promoting the welfare of children and young people. All post holders working in regulated activity with children, are required to have an enhanced DBS check (including a check on the children's barred list).

References will be required for all shortlisted candidates, prior to interview and these will be checked following the Learning Community Trust recruitment and selection process. In line with the Statutory Guidance Keeping Children Safe in Education an online check will also be undertaken for all shortlisted candidates prior to the interview. Shortlisted candidates will also be required to complete a criminal self-disclosure declaration, posts that involve working in regulated activity are exempt from the Rehabilitation of Offenders Act, please note it is a criminal offence for individuals on the barred list for children to apply for any post working with children. For more information, please refer to The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, for information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide. We are committed to equality and diversity and follow the Safer Recruitment practices as set out in the Statutory Guidance - Keeping Children Safe in Education.

For more information regarding our school's commitment to safeguarding, please see our website for our school policies - <https://severndaleacademy.co.uk/our-school/policies/>