Shire Oak School, a comprehensive secondary school, was formed in 1970 by merging Shire Oak Grammar School, opened in 1961, with Walsall Wood Secondary Modern School, which had been moved to new buildings adjoining those of the grammar school in 1966. In September 2003 we received designation as a specialist science college.

In April 2011, our school became an 11 to 18 comprehensive converter Academy. In October 2018, Shire Oak Academy alongside Aldridge School, Queen Mary’s Grammar School, Queen Mary’s High School and The Walsall Studio School formed The Mercian Academy Trust.

This is an exciting and innovative time for the Academy and we are looking to appoint an individual who is:

An inspirational and enthusiastic team member.

Clear about what constitutes outstanding outcomes for all students.

A passionate, creative individual who believes in all students’ capacity to succeed and will embrace our ethos ‘Turning Potential into Excellence’.

We can offer you the support of a strong, hard-working team and the opportunity to work with students who meet the high expectations we have of them.

The Academy has been heavily oversubscribed for a number of years and we are incredibly proud of our external examination results.

**Job Purpose:** We are seeking a detail-oriented and proactive Attendance Officer to join our team. The successful candidate will oversee the day-to-day absence management of students, support the Attendance Manager, and contribute to improving overall academy attendance.

**Key Responsibilities:**

* Complete the first day calling process.
* Administer accurate management of academy registers.
* Review trends and patterns in absence and take relevant action.
* Support the Attendance Team in improving whole academy attendance.
* Work with external partners such as the Education Welfare Officer (EWO) as directed.
* Monitor academy registration systems and report on the quality of the registers.
* Be the first contact for all attendance issues in the academy.
* Attend and participate in meetings as required.
* Support the operation of student ‘late gate’ and late detentions.
* Ensure all registers are completed timely and accurately.
* Maintain and update attendance records.
* Identify poor attenders and advise the Attendance Manager of students needing intervention.
* Generate weekly attendance reports for tutors and pastoral team.
* Liaise with Education Welfare and other support services to improve attendance rates.
* Prepare and administer fixed penalty notices.
* Provide advice and support for students returning to school after an extended period of absence.
* Implement the academy communication systems for attendance.
* Be a key point of contact for parents and carers regarding attendance matters.
* Administer letters as directed by the Attendance Manager/Assistant Headteacher.
* Challenge reasons for absence in line with the academy policy.
* Support attendance clinics as directed by the Attendance Manager.

**Requirements:**

* English and Maths GCSE (C or above/Grade 4 or above).
* Further qualifications in administration are desirable.
* Familiarity with school systems (e.g., SIMS and Attendance system).
* Proficient in MS Office programmes.
* Excellent telephone manner and communication skills.
* Ability to handle and produce data in a useable format.
* Ability to work quickly under pressure and without supervision.
* Commitment to safeguarding and promoting the welfare of children.
* Good understanding of technology and systematic approach to tasks.
* Strong organizational skills and excellent time management.

**Closing Date:** Monday 28th April 2025 at midnight

**Shortlisting:** Tuesday 29th April

**Interviews:** WC 06th May (will be confirmed at a later date)

For a more detailed look at our Academy access our website on www.shireoakacademy.co.uk.

Further details are available by contacting the Headteacher’s PA by e-mail on s.read@soa.merciantrust.org.uk

*The Mercian Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.*

*This position is subject to an Enhanced Disclosure & Barring Service check (formerly CRB) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from the school or by visiting www.crb.gov.uk.*