



St Wilfrid's

Church of England Academy



Salary: NJC pay scale: NJC3 – NJC4 (£24,796 – £25,185) pro rata
Contract: Permanent - 32.5 hours per week, term time plus 1 week
Closing Date: Monday 22nd June 2026

ATTENDANCE OFFICER

WELCOME

DOMINE DIRIGE NOS

I am delighted that you have expressed an interest in working at St Wilfrid's Church of England Academy.

We are seeking to appoint a highly effective administrator, who will carry out the role of Attendance Officer. You would make first day contact with students and their families if they are absent from school and support pastoral staff in working with students who are persistently absent. You will therefore need to have excellent communication and interpersonal skills, be focused, resilient and good-humoured. Full training will be provided.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to **Live** Life to the Full', rooted in John 10:10. Whilst **Learning**, we are **Inspired** and develop our **Values** through **Experiences** as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful staff and young people.

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists and also a right to work check.

If you believe that you can make a difference and improve the self-esteem, independence, and confidence of some of our more vulnerable learners then I would warmly welcome your application.

Please submit the Support Staff application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs K Nightingale, PA to the Principal, via knightingale@saintwilfrids.com.

The closing date for the receipt of applications is 9am on Monday 22nd June 2026.

I look forward to receiving your application.

Yours faithfully,

Mrs V Michael
Principal



ABOUT THE ACADEMY

St Wilfrid's Church of England Academy provides a faith-led education for 11 to 18 year olds serving the Borough of Blackburn with Darwen and parts of Pennine Lancashire. We seek to provide an excellent education based upon a strong Christian foundation, as we develop all who work, learn and serve in our community. Our Academy is exceptionally diverse and inclusive. Our students and staff, whilst united by the Christian ethos of the school, have a wide variety of backgrounds and beliefs.

We benefit from extensive purpose-built accommodation with excellent facilities. The Academy was rebuilt on this site in 2003 and benefits from modern, spacious accommodation. The new Thrive unit for pupils with SEMH opened in September 2023.

As an Academy, we seek to embrace research driven pedagogy whilst

maintaining a balance with traditional practice to bring about excellent examination success. All students have an electronic device for independent learning and we have an iSpace room for immersive learning. Visitors to St Wilfrid's comment on the calm and purposeful environment, the friendly nature of our students and the welcoming nature of our staff.

We enjoy strong links with local churches, Primary Schools and Blackburn Cathedral where we gather for eucharist each term, and our traditional Nine Lessons and Carols service at Christmas.

Overall, St Wilfrid's Church of England Academy is a wonderful community, and a place committed to the growth and development of its staff and pupils.



Scan to watch a video of staff sharing why they love working at St Wilfrid's.



OUR VISION

*Lord direct us to **live** life to the full*

Our vision statement for the Academy derives from two places:

- 1) Our motto '*Domine Dirige Nos*', which translates to '*Lord Direct Us*'; and
- 2) A verse from the 10th chapter of the gospel of John, which reads:
"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."

We believe that this life should be lived out to the full, through direction and guidance from the Lord. Our hope is that the daily experiences within the Academy enables students to develop holistically; growing in character and valuing all others.



Students will **learn** values through academic study and everyday interactions. They will be **inspired** by the spiritual and enriching out-of-lesson experiences, and in turn, inspire hope in others. Students will become stronger, well-rounded and content individuals who **value** themselves and others. They will be given opportunities to develop and **experience** a fully-inclusive environment.



Learn more about our christian ethos, vision and values here



JOB DESCRIPTION

PURPOSE

To implement the Academy Attendance Strategy line managed by the Attendance Manager and maintain the Academy's registration and attendance system using the MIS and cloud based system and liaise with parents when discussing student absence. To support the actions of the pastoral team in improving attendance and punctuality across the Academy. To contribute to raising achievement by improving school attendance. To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.

RESPONSIBILITIES

- Maintain accurate attendance registers and records using the MIS/cloud-based system and manual registers
- Ensure all registers are complete and follow-up any missing registers the same day
- Ensure all letters are sent in accordance with the Attendance and Punctuality policy
- Meet with school staff, students and parents to identify individual problems and possible solutions
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance
- To support the Attendance Manager in all matters and act as Attendance Manager in their absence
- Process extended leave of absence forms ensuring that letters are sent to parents informing them of the Principal's decision, updating SIMS, informing the relevant members of staff and informing the LA when necessary
- Monitor and analyse attendance data regularly to identify attendance patterns and pupils who may require further support/intervention and act accordingly to improve the figures working closely with the Line Manager
- Liaise with the Local Authority and complete the relevant documents to report children missing in education and to remove pupils from roll
- Liaise with Local Authority and complete the relevant documents to report an in-year transfer
- Prepare the relevant documentations and supporting evidence for fixed penalties and prosecutions
- Ensure the daily attendance procedures run smoothly: conducting calls, chasing missing registers, identifying reasons for absence, coordinating fire evacuation registers and administrating the text/email message service
- Work alongside other pastoral colleagues, the Vice Principal, Assistant Principals and Year Managers to plan and implement strategies that will improve the attendance of individual and targeted groups of students. Proactively work with pupils and families in need of additional support, conducting meetings and home visits (with another colleague) and liaise with the appropriate professionals
- Prioritise vulnerable student absence and ensure contact with parent on first day of all student absence and liaise with the appropriate staff
- Check accuracy and correct coding on registers and run attendance reports for the weekly attendance meeting
- Collate attendance information to distribute at the weekly attendance meeting and complete all action points raised at the weekly attendance meeting
- Collate and create termly attendance reports for KS3 & KS4
- Make daily phone calls to check on students who are based off site and record attendance
- Monitor the student absence line
- Monitor punctuality and issue sanctions for students frequently arriving late, where appropriate
- Liaise with Senior members of staff to maintain and update SIMS of Dual Registration and educated off-site pupils

- Liaise with the safeguarding team regarding child protection, when a matter arises, updating The safeguarding Log/CPOMS with any matters related to child protection / concerns as required
- Conduct home visits for vulnerable learners with pastoral staff
- Attend attendance reviews with parents
- Manage one's own workload and that of others to allow an appropriate work life balance. Prioritise the flow of work to ensure agreed deadlines are achieved
- Undertake personal development and improve one's own practice through training and CPD as appropriate
- Work as part of a team and support the roles of other team members to help improve work organisation and effectiveness
- Be aware of and comply with policies relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate, nominated person
- Attend and actively participate in meetings as required
- Assist with the supervision of pupils out of lesson time when required, supporting the effective management of behaviour of students as a professional member of staff
- Carry out lunch duties, supervising students who are out of lesson
- Contribute to the overall work and ethos of the Academy
- Present oneself in a professional manner
- Contribute to the wider life of the Academy e.g. House System
- Actively promote the Academy in the Community
- Actively support and promote the Christian ethos of the Academy

Employees will be expected to undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Principal.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal.

REWARDS AND BENEFITS

- NJC pay scale: NJC3 – NJC4 (£24,796 – £25,185) pro rata. Actual Salary £18,710 - £19,003
- Local Government pension scheme.
- Cycle to work scheme.
- Access to Employee Assistance programme offering free confidential support on a range of issues such as work, wellbeing, money, health and legal advice.
- Excellent opportunities for continuous professional development and support to develop your career.

SAFEGUARDING

St Wilfrid's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
<ul style="list-style-type: none">5 good GCSEs (or equivalent) including English and Mathematics	<ul style="list-style-type: none">A-Levels or Level 3 qualificationsDegree in a relevant subject
EXPERIENCE	
<ul style="list-style-type: none">Have experience of working under pressure to deadlinesBe able to evidence experience of working effectively within a teamBe competent in working with technology	<ul style="list-style-type: none">Have experience of administrative workHave experience of working with young peopleHave experience in a customer facing role
SKILLS AND ABILITIES	
<ul style="list-style-type: none">Be able to relate to young peopleBe able to work as part of a teamBe able to supervise and assist studentsHave good communication skillsHave good numeracy and literacy skillsHave a flexible attitude to workHave a commitment to professional development	<ul style="list-style-type: none">Have good organisational skillsHave a First Aid certificate or be willing to gain this within an agreed time frameHave administrative skillsHave good time management skillsHave a working knowledge of relevant policies, procedures, codes of practice and an awareness of relevant legislation e.g. Safeguarding
PERSONAL QUALITIES	
<ul style="list-style-type: none">Have energy, ambition and enthusiasmHave polite, professional communication skillsHave a commitment to an inclusive ethos with the belief that every student countsBe committed to making a difference with a positive 'can do' outlookBe adaptable and resilientHave the ability to remain calm and positive under pressureBe honest, showing integrityBe able to maintain confidentialityBe able to lead by example and demonstrate professional values, securing the ethos of the Academy	<ul style="list-style-type: none">Have the ability to research effective practice, particularly around strategies to improve attendance and punctuality

HOW TO APPLY



CLOSING DATE: 9AM MONDAY 22ND JUNE 2026

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