



**Walkwood**  
Church of England  Middle School

Recruitment information:

Attendance Support Officer





### Our Vision:

In our inclusive community,  
Each valued individual is taught self-belief  
We are resilient and optimistic,  
Caring for ourselves and our peers.  
We are Children of God, with hope,  
Awe and wonder in our hearts.

### Our Bible verse:

Be kind to one another, tender-hearted, forgiving one another, as God in  
Christ forgave you. *Ephesians 4:32*

### Our core values:

Kindness

friendship

Truthfulness

Respect

***Respect - Believe - Succeed***



## Headteacher's introduction

Thank you for taking time to request information about the appointment of a part-time Attendance Support Officer at Walkwood Church of England Middle School. Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with emphasis placed on subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence. High standards for behaviour across the school are promoted by all staff to enable a purposeful learning environment in which all children can flourish.

We are looking for an Attendance Support Officer with a clear understanding of the most effective strategies to support pupil's attendance and welfare throughout their time at Walkwood. They will enjoy working as part of the attendance team and demonstrate the ability to establish highly effective working relationships with pupils and their families, acting as an outstanding role model. Previous experience is desirable for this role although not essential, together with GCSE passes in Maths and English (4+) or equivalent.

If you wish to be considered for this post at Walkwood Middle School, please complete an application form. Kindly send your documents to [recruitment@walkwoodms.worcs.sch.uk](mailto:recruitment@walkwoodms.worcs.sch.uk) by **9.00am** on the **23<sup>rd</sup> January 2026**. Short-listed candidates will be contacted soon after this date and interviews will be held shortly after. For the successful candidate, the start date will be from as soon as they are available. Tours of the school will be part of the interview day.

If you feel you are ready for a new role, working collaboratively with pupils, staff and the wider Trust, then I look forward to receiving your application.

Yours sincerely,  
[Mrs Caroline Lowe](#)



## **Job description: Attendance Support Officer**

Walkwood CE Middle School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Job details**

Salary: Scale 3 from £25,583 to £ 25,989 pro rata

Hours: 12 hours per week

Contract type: full time permanent

Reporting to: Attendance Lead

### **Main purpose**

To monitor and report on whole-school attendance data, analysing data to identify key areas of concern. To work closely with pupils, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue.

### **Duties and responsibilities**

#### Administration

- o Support Attendance Administrator to ensure daily attendance registers are accurate and complete.
- o Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures.
- o Initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- o Work with the Attendance Lead to manage the process of issuing penalty notices to parents
- o Maintain accurate records of communications with parents/carers and relevant interventions
- o Build and refresh knowledge of the school's Arbor and other relevant systems

#### Monitoring and reporting

- o Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- o Track attendance of vulnerable groups of pupils and share information with school leaders
- o Identify pupils that need additional support to improve their attendance



- o Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- o Lead daily or weekly check-ins to review progress and the impact of support/interventions
- o Working with DSL and safeguarding team, implement children missing education (CME) procedures when appropriate
- o Provide regular reports for attendance organisations to raise awareness of emerging at-risk pupils

#### Working with parents/carers

- o Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- o Build positive relations with parents/carers to encourage family involvement in their child's attendance
- o Identify, and where possible, mitigate potential barriers to attendance in partnership with families
- o Carry out home visits with pastoral team, where necessary, to address attendance concerns for individual pupils

#### Professional development

- o Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- o Take part in the school's appraisal procedures

### **Other areas of responsibility**

#### Safeguarding

- o Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- o Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- o Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- o Promote the safeguarding of all pupils in the school

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade C in English and maths.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience identifying interventions to raise attendance of pupils</li> <li>• Experience working directly with pupils and parents</li> <li>• Experience working collaboratively with colleagues</li> <li>• Experience analysing data and producing reports and identifying key insights</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Good listening skills</li> <li>• Effective written and verbal communication skills</li> <li>• Knowledge of the possible interventions to raise attendance</li> <li>• Knowledge of the potential barriers to high attendance that pupils may face</li> <li>• Ability to tailor interventions to individual pupils</li> <li>• Ability to use IT systems and to conduct analysis and produce reports</li> <li>• Good knowledge of Excel</li> <li>• Ability to create good relationships with pupils, staff and parents</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Willingness to provide the best possible opportunities for all pupils</li> <li>• Organised, proactive and self-motivated</li> <li>• Good time management skills</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Committed to safeguarding, equality, diversity and inclusion</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]

Headteacher/line manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

