



**Perry Beeches**  
The Academy Trust

Vacancy

Attendance Officer

Perry Beeches V The All Through Family School  
Talbot Way, Small Heath, Birmingham, B10 0HJ



**Vacancy**  
**Attendance Officer**

**Job Description**

<b>Contract</b>	<b>Full-time, Term-time</b>
<b>Reporting to</b>	<b>Headteachers</b>
<b>Start Date</b>	<b>ASAP</b>
<b>Salary</b>	<b>£18,000 p/a</b>
<b>Closing Date</b>	<b>Thursday 12<sup>th</sup> October 2017</b>
<b>Interviews</b>	<b>TBC</b>

Perry Beeches V The All-Through Family School (3-18) opened in September 2015 in the Small Heath area of Birmingham. As a growing Free School, PBV currently has Nursery, Reception, Year 1, Year 2, Year 7, Year 8 and Year 9. Each September we take in a new Nursery, Reception and Year 7 cohort.

This is an exciting opportunity to be part of a brand new growing school which has excellent facilities, a strong team ethos with high expectations, values and vision to ensure all children achieve their best.

Visits prior to applying are strongly recommended.

Please contact Mrs Mubarik, Headteachers' PA and HR Manager on 0121 289 3535 to arrange a tour of the school.

**How to apply**

The Perry Beeches The Academy Trust application form can be downloaded from our website [www.perrybeechesacademytrust.co.uk/vacancies/](http://www.perrybeechesacademytrust.co.uk/vacancies/)

Please submit your application form, along with a letter of application explaining why you are applying for the post, your relevant experience and how this matches the essential and desired experiences/ qualifications on the job description and what you can offer to PBV.

Please send your application to:

Mrs Mubarik  
Headteachers' PA and HR Manager  
Perry Beeches V  
Talbot Way  
Birmingham  
B10 0HJ  
Email: [kmubarik@perrybeechev.co.uk](mailto:kmubarik@perrybeechev.co.uk)

**Only those applicants submitting a Perry Beeches The Academy Trust Application Form will be considered.**





## Person & Job Specification

### Attendance Officer

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteachers and Directors.

#### **Job Purpose**

The Attendance Officer will work with key school staff, children and families to promote excellent levels of attendance and reduce levels of absence.

#### **The role will involve**

- Promoting and supporting high levels of attendance and punctuality
- Supporting students in achieving their full academic potential
- Promoting a positive attendance and punctuality culture
- Forming strong relationships with parents/carers
- Where necessary, working with parents/carers and other agencies to improve children's attendance record and coordinating parental support and training.
- Monitoring the attendance of all students, including vulnerable groups, and liaising with SEND staff.
- Liaising with School Health to support students with specific medical needs in their Attendance
- Following and adhering to the Attendance policy and to send out letters as required.
- Identifying students at risk of becoming persistently absent whilst using the Attendance Policy and procedures to tackle this
- Working in line with, and adopting the Spotlight on Attendance programme to monitor attendance
- Undertaking home and school visits as designated by the school.
- Interpreting information relating to attendance patterns and identifying key areas of concern for SLT and Headteachers
- Ensuring all registers are completed with no missing marks, unexplained absences or mismarks
- Providing CPD for staff relating to register input and any attendance initiatives that may be put in place to raise attendance
- Printing off official registers daily and explained absences to ensure this information is at hand in the event of a fire
- Collating, maintaining and updating attendance data
- Checking and reminding any necessary staff to complete registers
- Checking records prior to the Census to ensure school attendance is accurate and up to date
- Producing half-termly and termly reports for the Headteachers and inputting timely information such as exams, music trips, sporting events, work-based learning appointments, absence reports etc. and to keep staff updated
- Attendance at any training pertinent to the role and disseminating information as appropriate to SLT and the Headteachers.

#### **Experience, Knowledge & Understanding**

- Experience in working within a busy educational setting.
- Knowledge and understanding of pupil attendance expectations and attendance data.
- Understanding the importance of excellent attendance and possessing the confidence to enforce it.

#### **Skills**

- Good oral communication skills are essential.
- Time management and the ability to prioritise and manage workload effectively in a fast paced environment.
- Ability to build relationships with stakeholders at all levels.
- Ability to work under pressure and able to meet deadlines.



- Ability to understand and follow policies and procedures.
- Ability to work as part of a team.
- Ability to deal consistently with a wide range of people i.e. students, teachers, support staff and parents.
- Ability to use initiative and common sense.
- Flexible approach to duties.
- Reliability and punctuality.

### **Qualifications**

- Good level of literacy and numeracy, with at least a GCSE Grade C in English and Maths or equivalent.
- Any other qualifications or training relevant to the role.

### **A Commitment to;**

- An awareness of, and complying with, policies and procedures in relation to Safeguarding, Health and safety, Confidentiality and Data Protection.
- Contributing to school life and building effective relationships with all members of the school community.
- Undertaking professional development relevant to the post.
- Developing professional skills and knowledge through induction and continuing professional development.

This is an exciting opportunity to join a growing team that is committed to delivering the highest quality for all students, regardless of ability or background, and creating a fully inclusive learning environment. We are committed to the professional development of all our staff. You should be committed to delivering the highest level of customer service.

Due to the high number of applicants, it is with regret that we are not always able to respond to all application submissions and, if you have not heard from The Academy Trust within 4 weeks of your application, you have been unsuccessful on this occasion.

