



Alsager School

Hassall Road, Alsager, ST7 2HR

Headteacher: Andrea O'Neill

ATTENDANCE OFFICER

Permanent. Required as soon as possible

Hours: 37 hours; 39 weeks [term-time plus 1 week]

**Grade 6: scp 12 to 17 £24,675 to £27,372 (actual salary)
[whole year equivalent: £28,598 - £31,022]**

Responsible to: Assistant Head/DSL

Thank you for your enquiry about the above post.

You will work closely with the Assistant Head, Pastoral team, Family Liaison officer, and SEND team. The working environment is varied and busy with regular interruptions and reprioritising of tasks frequently occurs in order to meet deadlines. The ability to remain calm while working under pressure is essential. You will have the confidence to be able to hold parents and staff to account for their role in promoting good attendance and be able to direct and support those in need of additional support where appropriate. Being able to build and maintain mutually respectful relationships with staff, parents, and students alike is essential. Knowledge and understanding of the education sector or experience of working within a school environment would also be desirable but not essential.

About the School:

In September 2022 our school, along with 4 other local schools, combined to become The Cornovii Trust (The Cornovii Trust, TCT). We are a local trust providing support for local schools, children, and families. Alsager School is a large 11-18 mixed, with 1527 pupils on roll, including approximately 230 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

TCT currently comprises of 7 schools; Alsager School, Alsager Highfield Primary School, Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich, and Audlem St. James CofE Primary School, Pear Tree Primary School, Nantwich and from 1st January 2025 Stapeley Broad Lane CE Primary has joined our Trust.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school's reputation and popularity means that it has been largely unaffected by the demographic dip currently affecting most schools.

I would strongly urge you to get more of a 'feel' for the life of Alsager School by visiting our website www.alsagerschool.org We hope this information will encourage you to apply.

Principal Responsibilities:

1. To record, monitor and analyse attendance and punctuality for Years 7-11 daily, liaising with Teachers, Pastoral staff and parents as required.
2. To contact parents to discuss attendance issues including attending home visits when required.
3. To liaise with outside agencies, including assisting with the preparation of letters and reports and attending meetings of various kinds.
4. To provide regular reports to school staff and report concerns about attendance to key pastoral staff and Senior Leaders.
5. To prepare 'court ready' documentation to be submitted to the Local Authority in response to irregular attendance and issuing Fixed Penalty Notices.
6. To work with the Local Authority and other schools to advise Senior Leaders when students should be taken off the school roll for reasons such as in year transfers or Elective Home Education.
7. To assist in the transition arrangements at the beginning and end of the school year, particularly for students new to the school where attendance has previously been a concern.
8. Provide administrative support to the College Office.

Notwithstanding the detail in this outline, in accordance with the Alsager Multi Academy Trust's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents and pleasant, friendly and highly motivated pupils. The School is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Friday, 9th January 2026**. Interviews are likely to be **held the following week**. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to:



Mrs Ashley Owen
H.R. Manager
Alsager School
Alsager ST7 2HR

If you complete an application electronically, you can return your application via email to Mrs Owen at jobs@alsagerschool.org *NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

If you wish to have the receipt of your application form acknowledged, please address and stamp the enclosed acknowledgement card. Regrettably, it is not possible to return this to you if a postage stamp has not been attached. All electronically submitted applications will be acknowledged.

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

BPi/Attendance / Attendance Officer/Dec 2025

Further details about the School are available from our website: www.alsagerschool.org

PERSON SPECIFICATION



Alsager School
An Achieving School - A Caring Community

Job Title: Attendance Officer

Grade: Grade 6

| CRITERIA | ESSENTIAL | DESIRABLE |
|---|--|---|
| Experience | Administrative experience of working in a busy office environment working to strict deadlines. Proven ability to communicate with people at all levels of the organization. Ability to understand and process complex spreadsheets. | Previous experience in the education field. |
| Qualifications /Technical Skills | Highly competent in the use of Microsoft Office suite of applications. Ability to analyse data and produce reports. Understanding of databases. Good standard of education including GCSE Maths & English. Articulate and attentive to detail/accuracy. Strong planning and organizational skills. Willingness to undertake appropriate training. | Experience in use and manipulation of School's Information Management Systems (SIMS) and Talaxy packages. ECDL |
| Personal Attributes | Willingness to work co-operatively as part of a team. Ability to function under pressure. Establish priorities and work to strict deadlines. Self-disciplined and methodical. Demonstrate a 'can do' & positive outlook at all times. Work flexibly and adapt workloads. Enjoy a challenge. Personal authority. Ability to identify, recommend and implement ideas to continuously improve the department ensuring value for money and efficiency. Commitment to safeguard & promote the welfare of children. | Self-confidence. Have high expectations of themselves. |