

'Weaverham High School is a wonderful place to learn' OFSTED 2020



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning. We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.



We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

"Be the best version of you"

Attendance Officer

The Governors of Weaverham High School are looking to appoint an Attendance Officer to start ASAP. The successful applicant will be reliable, able to work on his or her own initiative as well as being able to work as part of a team.

The post is permanent subject to a satisfactory references and probationary period. The salary range for this post is Grade 4 (£25,185 - £25,989) actual salary for hours £17,619 to £18,593 per annum, 30 hours a week, 5 days a week Monday to Friday 8am to 2pm, 39 weeks a year.

How to apply

For further information email jobs@weaverhamhighschool.com or see school website www.weaverhamhighschool.com Applications are to be submitted via <https://mynewterm.com/school/Weaverham-High-School/149614>

Please complete the application as fully as possible and explain any gaps in your employment history. Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidates. The successful applicant will require an enhanced Disclosure and Barring Service check.

Applications may close before the deadline, so please apply early to avoid disappointment

Closing date 9am Wednesday 11th March 2026

Headteacher: Clare Morgan

Tel: 01606 852120 Fax: 01606 854033 www.weaverhamhighschool.com

JOB DESCRIPTION

JOB TITLE	Attendance Manager	JOB REF NO	AAAE7060
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BASIC JOB PURPOSE

To manage the school's attendance system and to provide welfare support to students and parents.

NO	MAIN RESPONSIBILITIES
1.	Manage the school electronic attendance system.
2.	Overall responsibility for the "first day absence" calling and collation of pupil absence data, including lates, medical and truancy absence.
3.	Liaising with tutors, pastoral staff, parents and outside agencies with regard to pupil absences and helping to develop and manage strategies to promote full attendance.
4.	Provide advice and guidance to the Pastoral Coordinator with regard to the overall management and direction of the attendance system.
5.	To investigate pupil absences from lessons during the school day and take appropriate action – contacting home or outside agencies
6.	Provide regular statistical data and reports to Form Tutors, Pastoral Leaders and the Education Welfare Service.
7.	Provide welfare support to students and parents to maximise students' attendance.
8.	Follow up unauthorised absences by phone calls to parents.
9.	Manage Education Maintenance Allowance (EMA) within the school.
10	Liaison with Education Welfare service, Year Heads and Form Tutors.
11	Word process and dispatch letters to parents re unauthorised absence, late arrival and detentions.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Supplementary information

Attendance Officer

Daily

- Liaise with staff absence colleague and complete the DFE attendance form
- Investigate unexplained absences and contact home for necessary pupils.

Weekly

- Create attendance reports including data for whole school, year groups and key cohorts. Send to Assistant Head, Deputy Head, SEND Co and Heads of Year and Pastoral Support Managers.

Two weeks

- Hold an attendance meeting with each Pastoral Support Manager (PSM) and update spreadsheet with agreed courses of action and interventions. Ensure spreadsheet is sent to PSM.
- Update medical evidence list following PSM meetings
- Update first call list following PSM meetings

As needed

- Respond to holiday requests as per Headteacher's decision
- Send holiday Fixed Penalty Notice requests to FPN team at CWAC
- Investigate absences which may be due to unauthorised holiday and send out letter.
- Send late letters as agreed with PSMs
- Send attendance letters as agreed with PSMs (Students with 95% and 90% attendance)
- Send medical evidence request letters as agreed with PSMs
- Arrange attendance panels as agreed with PSM (book room/create Zoom, send invite to parents)
- Complete Attendance Panel Action Plan following the panel and distribute to parents and PSM, add to SIMS
- Arrange Attendance Review Meetings following the initial Attendance Panel and identify whether an improvement has been made alongside PSM.
- In agreement with PSM, create and send out Parenting Contracts in cases of low attendance due to lack of parental engagement.
- At 10+ unauthorised absence, refer to Educational Welfare Officer (EWO) for FPN Monitoring Period on agreement with PSM/HOY
- Following unauthorised absence during an FPN Monitoring Period, refer the case to the EWO to proceed with the issue of an FPN. Complete checklists and provide official register.
- In cases of entrenched absence with no improvement, refer to LA for Prosecution or Education Supervision Order with SLT agreement.
- Arrange and attend Attendance Planning Meetings (Chaired by SLT) as a final meeting before court proceedings.
- Liaise with EWO and prepare witness statement for use in court proceedings.
- Attend CWAC Attendance Briefings and share best practice with other local schools.
- Liaise with primary schools to prepare Year 6 pupils for attendance expectations in Year 7.
- Complete an annual register inspection with the EWO to ensure all registers are being kept accurately.
- All correspondence must be scanned to SIMS as evidence

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Further Education qualification	GCSE English and Maths C Grade or higher	Application Interview
Experience	Previous experience working in a school. Knowledge of SIMS & Classcharts	Knowledge of the demands of office work	Interview
Job Related Knowledge	Understanding of DfE attendance expectations.	Willingness to undertake First Aid at Work course	Application Interview
Skills and Aptitudes	Good record keeping Good organisational skills Good communication skills with a broad range of individuals and ages.	Good interpersonal skills Computer literate Calm disposition Good telephone manner Ability to multitask Thrive working in a team.	Application Interview
Other Requirements		Positive personality and a sense of humour.	