



## **Attendance Support Officer – 3 days per week (from 10 am to 2 pm) (permanent post)**

Ofsted stated (2023):

*“The school’s ethos and values are central to every aspect of school life at Walkwood Church of England Middle School. Relationships between pupils and teachers are strong. Pupils enjoy their learning. Pupils achieve well, including those with special educational needs and / or disabilities (SEND)”*

SIAMS stated (2024):

*Led by the vision, leaders are resolute in driving forward the work of the school. This ensures positive outcomes for pupils and adults.*

*Pastoral care is exceptional and extends from the school into the local community. As a result of this feeling of being treasured, lives are transformed.*

*There is a strong culture of togetherness, respect and trust between all members of the school community.*

The Governors of this Church of England academy wish to appoint a part-time Attendance Support Officer who can work with all children in the school.

Remuneration:

- Scale 3 from £25,583 to £ 25,989 pro rata
- 3 days a week, 4 hours a day 12 hours per week, term time only plus the 3 Inset Days

**We are looking for an Attendance and Welfare Officer who is:**

- An outstanding practitioner.
- Demonstrates the ability to monitor, analyse, and interpret whole-school attendance data, producing reports for senior leaders that highlight key statistics, reasons for absence, and emerging patterns of concern
- Support attendance admin to ensure daily attendance registers are accurate and complete.
- To work closely with pupils, staff, parents and carers to reduce levels of absence and act appropriately when persistent absence becomes a safeguarding issue
- Flexible and works effectively as part of a team
- Excellent communication skills with pupils and all stakeholders
- Committed to their own professional development
- Committed to promoting our Christian Ethos and values.

**We can offer:**

- A committed and supportive leadership team
- Wonderful, motivated children
- A commitment to your future professional development
- Support from the whole community of our church school
- Support from The Spire Academy Trust (currently transitioning)

Closing date for applications is **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 afterwards.

Walkwood Church of England Middle School is committed to the protection and safety of children and young people. An enhanced DBS check and full references will be expected from the successful candidate.