



**ACADEMY**  
GREAT BARR



# Part time Attendance Officer (fixed term)

## Applicant Information Pack

June 2026

# Headteacher's Welcome

## Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



**Community** – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



**Ambition** – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



**Respect** – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



**Excellence** – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

**Mr Chris Bury**  
Headteacher



# About our Academy



## **An exciting Job Opportunity has arisen at Q3 Academy Great Barr!**

Q3 Academy Great Barr is seeking a motivated and dedicated individual to join our team. This is the perfect time to become part of our team under the leadership of our new Headteacher.

As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator, passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.



# Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to UK Healthcare benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



# Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won’t want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

# Job Description

<b>Title:</b>	Attendance Officer (part time)
<b>Reports to:</b>	Senior Attendance and Welfare Manager
<b>Grade:</b>	Grade 4 (SCP6- 11) Actual salary £4,531 - £4,907
<b>Working hours:</b>	7.5 hours per week (Mondays), term time only. Fixed term for 6 months.

## Job Purpose

To ensure that students attending the Academy have their attendance recorded appropriately and accurately. To be the first port of call for all attendance enquiries and to ensure that our attendance strategy is implemented accurately and effectively.

## Key Duties and Responsibilities

The Attendance Officer will oversee an area of the day-to-day absence management of all students and support the Senior Attendance and Welfare Manager

- Complete the first day calling process
- Administer accurate management of the academy registers
- Complete relevant attendance communications as per Attendance Policy
- Review trends and patterns in absence and take relevant action
- Support the Attendance Team in improving whole academy attendance
- Work with external partners such as the EWO as directed.

## Support for school

- Monitor academy registration systems are developed and correctly administered and report on the quality of the registers
- Share relevant data with the attendance team as requested
- Be the first contact for all attendance issues in the academy
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality, and data protection. Report all concerns to the appropriate person
- Attend and participate in meetings as required
- Contribute to the overall ethos/work/aims of the academy
- Participate in training, other learning activities and performance development as required
- Support the operation of student 'late gate' and late detentions
- Any other duties commensurate with the duties/responsibilities/grade of the post

## Monitoring Attendance

- Ensure all registers are completed timely and accurately
- Monitor the input of lates and absences
- Maintain and update attendance records to ensure accuracy in accordance with information received from parents/carers, pastoral team and tutor teams
- Identify poor attenders and advise the Attendance Manager of students needing intervention
- Generate weekly attendance reports for tutors and pastoral team

## Support for Teaching and Learning:

- Be available to staff and parents/carers for home visits to individual students

- Provide regular updates for staff, for example Deputy Headteacher, Pastoral Team and Form Tutors, on student attendance with targets and strategies for improvement
- Liaise with Education Welfare and other support services to improve attendance rates
- Prepare and administer fixed penalty notices
- Prepare and follow up on referral forms to Education Welfare Officers.

### **Support for students:**

- Chase reasons for absence
- Support the academy internal truancy system, flag issues of truancy as per the academy policy
- Provide advice and support for students returning to school after an extended period of absence
- Work with feeder schools to ensure we have accurate attendance information
- Have a good understanding of the additional needs of students (SEND, PP, CIC) and implement strategies to support them to attend
- Support Home Visits for students.

### **Support to Parents/Carers**

- Implement the academy communication systems for attendance
- Be a key point of contact for parents and carers regarding attendance matters
- Administer letters as directed by the Senior Attendance and Welfare Manager/Deputy Headteacher
- Provide updates to parents/carers on the attendance of students
- Challenge reasons for absence in line with the academy policy
- Support attendance clinics as directed by the Senior Attendance and Welfare Manager
- Send attendance letters in line with the academy policy

### **Support to School (this list is not exhaustive)**

- Implement relevant policies and practices in school
- Be proficient in the use ICT and relevant programmes used in the academy
- Complete relevant duties as directed
- Share relevant attendance data as directed by Deputy Headteacher
- Complete general administration in relation to attendance
- Effectively safeguard students in line with academy policies
- Use A Star Solutions and Power Bi regularly and effectively
- Maintain school registers correctly.

### **Health and Safety Responsibilities**

- Comply with Health and Safety policies
- To observe and maintain good H&S practice within the Academy
- To support the Headteacher in removing barriers to H&S for Academy stakeholders.

### **Personal Qualities**

- Be committed and willing to drive standards at the Academy
- Demonstrate ongoing improvement in your role as a result of Professional Development
- Liaise appropriately with colleagues
- Actively participate in the trust Professional Growth model
- Have ambitious standards and a meticulous attention to detail.

### **Role Model**

- Ensure that 'no student is left behind,' in their academic and personal development
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping

- Build team commitment amongst students and staff alike
- Engage and motivate students and staff to do their best by doing your best
- Demonstrate a positive approach to your professional duties.

### **General Responsibilities**

- Comply with the Academy's safeguarding policies and procedures to ensure the wellbeing of all students
- Participate in staff meetings, training sessions, and continuous professional development activities as required
- Stay updated with relevant educational policies and administrative best practices.
- Adhere to all Academy/Trust policies
- Work collaboratively with colleagues to promote a positive and inclusive Academy culture
- Be flexible and adaptable to the changing needs of the Academy
- Uphold and promote the ethos and values of the Academy in all interactions with colleagues, students, parents/carers, and external organisations
- Deliver exceptional customer service to students, parents/carers, and staff in all communications
- Contribute to the development and implementation of administrative policies and procedures to improve operational efficiency
- Maintain a high level of professionalism and confidentiality in all interactions
- Promote and support the Academy's commitment to equity, diversity, inclusion, and belonging in all administrative practices
- Provide admin support/reception cover as/when required
- Provide support to the Senior Attendance and Welfare Manager as and when required
- Serve as a role model through professional conduct and demeanour.

*This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate to the grade.*

**The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.**

# Person Specification

	Essential	Desirable	Assessed
<b>Qualifications</b>			
Grade C+/4+ in GCSE English and Maths or equivalent	✓		A
Further qualifications in administration		✓	A
<b>Experience</b>			
The ability to handle and produce data in a useable format	✓		A, I, R
Experience working in an educational setting		✓	A, I, R
Familiarity with school systems e.g. SIMS and Attendance system		✓	A, I, R
Experience coordinating with external organisations		✓	A, I, R
Has an excellent telephone manner	✓		A, I, R
Experience in working quickly under pressure	✓		A, I, R
<b>Knowledge and Skills</b>			
Strong IT skills, including Microsoft Office suite	✓		A, I, R
Knowledge of data protection regulations (e.g., GDPR)	✓		A, I
Ability to maintain accuracy and attention to detail	✓		A, I, R
Understanding of safeguarding policies and procedures	✓		A, I
Excellent organisational and time management skills	✓		A, I, R
Effective communication skills, both written and verbal	✓		A, I, R
Ability to work collaboratively with colleagues	✓		I, R
Ability to handle multiple tasks and prioritise workload	✓		I, R
Proficiency in student information systems		✓	A, I, R
<b>Values and Attributes</b>			
Commitment to the wellbeing of all students	✓		I, R
Commitment to the Academy's CARE values of Community, Ambition, Respect and Excellence	✓		A, I
Professionalism and confidentiality	✓		I, R
Flexibility and adaptability	✓		I, R
Commitment to equity, diversity, inclusion, and belonging	✓		I, R
Exceptional customer service orientation	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R

A = Application Form, I = Interview, R = Reference

# How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

## Key dates

Deadline for applications	Thursday 28 <sup>th</sup> June 2026 at midnight
Interviews	w/c Monday 29 <sup>th</sup> June 2026

## Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond, [c.drummond@gbr.merciantrust.org.uk](mailto:c.drummond@gbr.merciantrust.org.uk)

