

Thank you for your interest in the temporary position of attendance officer and your interest in joining the Archbishop Ilsley family



Proud to be part of the St Teresa of Calcutta Multi Academy Company



Welcome from the Head Teacher of Archbishop Ilsley Catholic School

Thank you for your interest in joining Archbishop Ilsley Catholic School.

The ethos of Ilsley is quite simple. As a Catholic school, we want pupils to “let (their) light shine.” We want pupils to believe in themselves and strive to fulfil their vocation, whatever that may be. Pupils are polite and friendly and a real joy to work with. They are the main benefit to working at Ilsley.

We have great facilities: as well as a spacious staffroom (we have briefing twice a week in here), we have a well-stocked library, a sports hall, gym, fitness suite, astroturf and a muga, as well as a swimming pool.

I hope you find this application pack informative and useful. If you read some of our recent newsletters, which you can find here <https://www.ilsley.bham.sch.uk/communication/abi-update/> or scroll through our posts from our Twitter account @ABIlsley, you will also get a flavour of what day-to-day life is like at Ilsley. I highly recommend you come to visit the school and meet our current attendance team of Dan, Jodie and Afsheen.

Simply email recruitment@ilsley.bham.sch.uk and one of them would be pleased to give you a tour and hear your ideas and experience.

I look forward to receiving your application and meeting you in person.

Ciaran Clinton

Welcome from the Assistant Headteacher in charge of attendance

Thank you for your interest in joining Archbishop Ilsley Catholic School.

As Assistant Headteacher with responsibility for safeguarding and attendance, I am proud to support the work we do to ensure that every pupil is safe, supported and able to access their education fully. At Archbishop Ilsley, we believe that attendance is fundamental to success, and that strong safeguarding and pastoral systems are essential in enabling every young person to “let their light shine.”

This role sits at the heart of our commitment to our pupils and families. You will be joining a highly skilled and dedicated Attendance team who are united by a shared belief: that every child deserves the opportunity to thrive, regardless of the challenges they may face.

The Attendance Officer plays a vital role in this mission. It is not simply about monitoring data or following procedures; it is about understanding the individual

circumstances behind absence, working closely with families, and providing the right level of challenge and support. Building positive, trusting relationships with pupils and parents is key to improving attendance and ensuring long-term success.

You will need to be resilient, compassionate and solution-focused, with the ability to communicate clearly and confidently. This is a role for someone who sees attendance as more than a number, but as a reflection of a young person's wellbeing, engagement and future opportunities.

I find my role incredibly rewarding, particularly when we see pupils overcome barriers, re-engage with school and go on to achieve their full potential. If you share this commitment and believe in the power of relationships to bring about change, this is a fantastic opportunity to make a real difference.

Dan Corrigan



Attendance officer

Full time (term time only)
Grade 3 GR3 £21,024 - £25,955
Temporary contract (maternity cover)
Start Date: spring 2026

Archbishop Ilsley Catholic School are looking for a highly organised, committed and proactive individual to play a vital role in improving attendance across the school. This is an important position within our pastoral team, ensuring that all pupils are supported to attend school regularly and on time, enabling them to “let their light shine.” This role has become available due to an impending maternity leave.

What we are passionate about

Being a fully inclusive school, where ALL pupils attend regularly, feel supported and have the opportunity to succeed.

What we are looking for

The successful candidate will play a key role in promoting excellent attendance and punctuality across the school. This means being highly organised, detail-oriented and able to communicate effectively with pupils, parents and staff. The role will involve monitoring attendance data, following up absences, working closely with families and supporting interventions to improve attendance.

We are looking for someone who:

- Has excellent administrative and organisational skills;
- Is confident in communicating with parents/carers in a supportive but firm manner;
- Can analyse attendance data and identify patterns or concerns;
- Is resilient, proactive and solution-focused;
- Understands the importance of safeguarding and attendance in improving life chances;

The successful candidate will be a visible and welcoming presence in school, helping to ensure pupils attend regularly and feel supported to engage in school life.

Our school

Archbishop Ilsley is a large oversubscribed Catholic Secondary School in Acocks Green on the border of Hall Green and Yardley in Birmingham, that caters for pupils between the ages of 11 and 18. We are very proud of our recent CSI Inspection and feel the report encapsulates the ‘Ilsley Spirit’.

Deadline for applications on the My New Term website: Friday 24th April

Person specification for the role of Attendance officer

| Qualities and Attributes | Essential | Desirable | Evidenced By |
|---|-----------|-----------|---------------------------------|
| Education and Training | | | |
| Grade 4/C in Mathematics and English Language | ✓ | | MNT Application form |
| Experience working in a school or similar setting | ✓ | | MNT Application form |
| Relevant safeguarding or attendance training | ✓ | | MNT Application form |
| Operational Knowledge | | | |
| Knowledge of school attendance procedures and expectations | ✓ | | Letter of application/Interview |
| Understanding of Keeping Children Safe in Education | ✓ | | Letter of application/Interview |
| Ability to analyse and interpret attendance data | ✓ | | Letter of application/Interview |
| Experience using Bromcom (the school's MIS system) | | ✓ | Letter of application/Interview |
| Ability to implement strategies to improve attendance | | ✓ | Letter of application/Interview |
| Understanding of barriers to attendance (EBSAs) | ✓ | | Letter of application/Interview |
| Skills | | | |
| Commitment to supporting young people to attend and succeed | ✓ | | Letter of application/Interview |
| Excellent communication and interpersonal skills | ✓ | | Letter of application/Interview |
| Ability to build positive relationships with families | ✓ | | Letter of application/Interview |
| Strong organisational and administrative skills | ✓ | | Letter of application/Interview |
| Resilience and a 'can do' attitude | ✓ | | Letter of application/Interview |

Job description

Post Title: Attendance Officer

Start date: spring 2026

Post Purpose:

- To uphold the Catholic Life and Mission of the school
- To promote excellent attendance and punctuality across the school
- To support pupils and families in overcoming barriers to attendance
- To work closely with pastoral and safeguarding teams

Reporting to: Dan Corrigan (Assistant Headteacher in charge of attendance) and Maria Salas (Officer Manager)

Working Time: Full time, temporary contract

Salary/Grade: Grade 3

Disclosure Level: Enhanced

General Duties

To take responsibility for monitoring and improving attendance, having due regard to the School's aims, objectives and ethos and any policies of the Governing Body. To share in the responsibility for the welfare and safeguarding of all pupils.

1. Attendance Monitoring and Administration

- a) Monitor daily attendance and punctuality across the school
- b) Follow up all unexplained absences promptly in line with school procedures
- c) Maintain accurate attendance records using the school MIS system
- d) Produce attendance reports for staff and leadership
- e) Identify trends, patterns and areas of concern

2. Pastoral and Family Liaison

- a) Act as a point of contact for parents/carers regarding attendance
- b) Build positive relationships with families to support improved attendance
- c) Support meetings with parents of pupils with persistent absence
- d) Work closely with Heads of Year and safeguarding teams
- e) Support home visits where appropriate

3. Intervention and Support

- a) Assist in implementing attendance improvement plans with persistently absent pupils
- b) Support pupils in overcoming barriers to attendance
- c) Liaise with external agencies where appropriate
- d) Keep a record of part-time tables and submit to MAC and Local Authority

4. Safeguarding

- a) Be familiar with Keeping Children Safe in Education and school safeguarding procedures
- b) Report any safeguarding concerns promptly
- c) Recognise when attendance issues may indicate safeguarding concerns

5. Operational and administration

- a) Maintain accurate and up-to-date attendance records on Bromcom
- b) Provide reports and updates to staff and leadership team
- c) Ensure compliance with statutory attendance requirements

Professional Standards

- a) Support the aims of the school to promote a 'learning community'.
- b) Treat all members of the community, colleagues and pupils, with respect and consideration.
- c) Treat all pupils fairly, consistently and without prejudice.
- d) Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- e) Support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- f) Take responsibility for their own professional development and participate in staff training when provided.
- g) Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
- h) Read and adhere to the various policies of the school.
- i) Participate in the management of the school by attending various team and staff meetings.
 - a. Undertake duties as prescribed within school policies.
 - b. Ensure that all deadlines are met as published in the school calendar.
 - c. Undertake professional duties that may be reasonably assigned to them by the Head teacher
 - d. Be proactive and take responsibility for matters relating to health and safety.

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

What staff say about working at Archbishop Ilsley Catholic School

“Staff are really friendly...really supportive... not judgmental.” Male teacher

“Colleagues are fantastic... very supportive.” Female maths teacher

“I love it... so glad I made the move.” Female RS teacher

“It’s lovely here... people are so kind... offering to do things for you.” Female PE teacher

“We’re a great unit... we’re a family.” Male DT teacher

“Everyone made me feel welcome.” Female member of the admin team

“Staff are phenomenal... we’re a community.” Male RS teacher

“I absolutely love it here.” Female D&T teacher

“I really like working here... staff are great.” Female member of support staff

“People are lovely... very supportive of each other. It’s not just a job.” Female maths teacher

“I love working here... I 100% feel at home.” Male Humanities teacher

“I’m not Catholic but I don’t feel excluded... we’re one big family.” Female Humanities teacher

“I feel privileged to work here.” Female TA

“There is great camaraderie... there is a buzz in the staffroom.” Female TA

“Staff are really talented and loyal and willing... people care.” Female English teacher

“We have phenomenal staff... we have the best middle leaders.” Male member of SLT

“I love this school... there are so many amazing people here... the pastoral team are amazing.” Female member of support staff

“Teachers are so open minded... they say ‘we’ll try it’.” Male TA

“Archbishop Ilsley is an extension of our own family.” Female D&T teacher

“I don’t think there is a person I would go to for help, and they would say no... it would be a ‘YES’ - without a doubt.” Female Art teacher

Staff happiness is our priority. Things that make Ilsley a special place to work

1. Friendly and welcoming staff
2. Duke of Edinburgh – the best in Birmingham! A must for lovers of the outdoors and we're always looking for more volunteers.
3. A swimming pool! (Staff can swim between 7am and 8am Tuesday and Thursday)
4. Football after school on a Wednesday on the astroturf (everyone welcome)
5. Basketball in the gym after school on Friday (all are welcome)
6. Global Links Club – the opportunity to be part of a group who run weekly training sessions for Year 12 pupils who widen their horizons and prepare them for their 16 day trip. We have been to Cambodia, Peru and have a trip planned for Nepal.
7. St Patrick's Day Parade – the only school to have a 'float' at the parade in Digbeth. Come along and get involved!
8. Spacious staffroom
9. Secret Saints (presents in pigeon holes)
10. An active Well-Being Committee
11. Strong and supportive union presence who work harmoniously with the headteacher
12. An understanding of those juggling work and family life – time off for children's first day at school, nativities, sports day etc
13. No unnecessary meetings
14. A workable feedback policy
15. Great extra-curricular opportunities (theatre, Houses of Parliament, dance competitions, Berlin, Battlefields, National Trust membership)
16. Whole school events for the pupils (Black Country Museum, Blackwell, Y8 Valentine's disco)
17. Half termly staff breakfast (briefing in the canteen)
18. End of term celebrations

Our Safeguarding commitment

Archbishop Ilsley is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect;
- Our people have the right to experience their optimum mental and physical health;
- Every child has the right to an education and young people need to be safe and to feel safe in school;
- Young people need support that matches their individual needs, including those who may have experienced abuse;
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- Our young people should be encouraged to respect each other's values and support each other;
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need;
- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

Please be aware, as part of our rigorous safer recruitment process, we will undertake the following pre-appointment checks if you are successful on the interview day:

- Verification of identity – including an original birth certificate;
- Eligibility to work in the UK;
- An online search;
- DBS Barred List (if a teacher, cover supervisor or pastoral lead);
- Enhanced DBS check;
- That you are not subject to a prohibition order or GTCE restriction;
- That you are not subject to a TS128 prohibition from a management position (if grade 4 or HOD or SLT);
- Qualifications (including degree certificate and A Level results);
- QTS certificate;
- Overseas check may be made if you have lived abroad;
- Two references will be requested and verified.

This position is only available for candidates who have the right to work in the UK. We regret that we cannot sponsor candidates from abroad or provide a work visa. As a new employee you will be expected to uphold and promote our strong safeguarding culture.