



Moseley School
and Sixth Form

Attendance Administrator Fixed Term (6 months initially)



inspiring excellence in character and scholarship



Moseley School and Sixth Form

Moseley School and Sixth Form
Wake Green Road
Moseley
B13 9UU

T: 0121 566 6444
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Headteacher: Mr A Bate BSc NPQH

Dear Colleague,

We are looking to recruit an Attendance Administrator on an initial temporary 6-month contract. We are looking for a new team member with the passion and enthusiasm to make a positive impact on the young people at our school. The ideal candidate will already possess the knowledge and experience to make this role successful and be able to provide the best support for our students.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff.

We welcome visitors to the school. Please contact recruitment@moseley.bham.sch.uk if you have any questions about the role and would like to arrange a visit.

Your application must be received by 8.00am Monday 2nd February 2026

Please note this advert may close when sufficient applications are received

Interviews will take place on Wednesday 11th February 2026

Best wishes,

Andrew Bate
Head Teacher



Post information

Post Title:	Attendance Administrator
Salary:	Grade 3a SP9 £27,254 to SP15 £30,024 per annum FTE
Actual salary:	Grade 3a SP9 £23,934 to SP15 £26,366 per annum
Contract Type:	36.5hrs per week Monday to Friday, term time only
Contract Term:	Fixed-term contract (6 months initially)
Responsible to:	Assistant Headteacher – Systems and Standards (with responsibility for attendance)

We are seeking a dynamic individual to play a key role within the school, promoting high expectations for attendance. We are looking for a person with the appropriate expertise and experience who can demonstrate vision, resilience and empathy and can evidence the capacity to deliver both high support and high challenge.

Our ideal candidate will:

- Have knowledge of current attendance guidance from both the DfE and local authority
- Demonstrate excellent communication skills
- Have good numeracy, literacy and IT skills
- Have excellent interpersonal and organisational skills
- Have experience of supporting and promoting high levels of attendance
- Work closely with parents/carers and students to improve levels of attendance
- Form strong relationships with students/parents/carers
- Have the ability to work effectively as part of a team

What we can offer you:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression
- Cycle to Work Scheme
- Paid and unpaid leave to support life events

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Job Description

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Responsible to:	Assistant Headteacher – Systems and Standards (with responsibility for attendance)
Core Purpose:	The Attendance Administrator will work with pastoral colleagues and the Attendance Co-ordinator to improve school attendance through the effective use of our tracking and monitoring processes

Key requirements of the role are to:

- Have working knowledge of best practice in improving attendance and the awareness of and implementation of DfE and local authority guidance (Support First)
- Promote and support high levels of attendance
- Monitor the attendance of specific year groups by liaising with pastoral colleagues
- Keep track of the staged approach to intervention processes (A Star Attendance)
- To support students in achieving their full academic potential
- Promote a culture of positive attendance and punctuality
- Form strong relationships with students/parents/carers
- Identify and work with individuals and groups of students, using regular attendance checks
- Work closely with parents/carers and students to improve levels of attendance
- Collate information with regard to the attendance of students who may be experiencing attendance difficulties in order to inform LA, school and parents/carers

Responsibilities for all staff:

- Promote the values and aims of the school
- Follow all relevant school policies
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- Create and maintain effective partnerships with students and staff
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To comply with the school's Health & Safety policy and statutory requirements

Specific responsibilities of this role:

- Liaise with Attendance Co-ordinator regarding daily absences
- Support the Attendance Co-ordinator in assisting with taking the daily absence phone messages off the system and recording absences
- Make first day contact. Follow up calls for non-response/unsatisfactory reasons for absence.
- Check and chase AM and PM registers
- Monitor and follow up with students who are missing from lessons
- Monitoring of Persistent Absence against targets and administration of school and local authority stage letters in your designated year groups



- Ensure stages of intervention are followed rigorously and outcomes recorded accurately and in a timely manner on CPOMS for the individuals on a report, ready for discussion with the AHT in the timetabled weekly meeting schedule
- Work closely with the parents/carers of targeted students, forging positive and constructive relationships to engage parents/carers and provide support to get students to return to school at the earliest opportunity
- Contact parents/carers where absences have remained unexplained despite previous intervention seeking and securing relevant evidence to 'authorise' the absence
- Work with targeted students identified by pastoral staff to improve attendance through parental contact, accurate monitoring and reporting, populating attendance reports, generating short-term targets and coordinating rewards with pastoral staff

Other Responsibilities:

- Assist with duties as appropriate
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed
- Attend meetings as required
- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up to date with current educational developments and legislation affecting your area of responsibility
- Contribute to school development through identified communication and consultation channels
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To respect the confidential nature of information relating to the school, students and customers
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the School
- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy
- To comply with the school's Health and Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

Moseley School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for the successful applicant.



Person Specification

Post Title: Attendance Administrator

Attributes tested by Application, Interview, Task and References

Qualifications & Experience	Essential E/ Desirable D	Method of assessment
<ul style="list-style-type: none"> Must be numerate and literate (minimum GCSE Math's & English Grades A*-C) Good standard of education to A Level (or equivalent) Experience of using an electronic attendance system i.e. SIMS Experience of using office software i.e. Microsoft Office Experience of working in a school environment Previous experience of administering attendance information/data Experience of parental engagement strategies and approaches Understanding of legal processes relating to non-school attendance 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A</p> <p>A</p> <p>A/I</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Skills and Abilities		
<ul style="list-style-type: none"> Ability to interpret and follow policies and procedures. Excellent oral and written communication skills to a wide range of audiences Ability to organise own work effectively, always meeting deadlines. Ability to keep up to date in a rapidly changing environment Ability to deal consistently and effectively with a wide range of people i.e. students, teachers, and support staff. Ability to use IT (e.g. Microsoft Office 365) to interpret data and develop effective systems to improve and monitor attendance Ability to use initiative and common sense. Ability to work calmly and effectively under pressure 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I</p>
Other Attributes		
<ul style="list-style-type: none"> Clear vision and moral purpose Commitment to multi-cultural education Optimistic, enthusiastic, and generous of spirit Commitment to the safeguarding of children and young people Resilience Good judgement Highly credible and lead by example Evidence of ability to lead and work as a team member. Evidence of contributing to the wider life of a school through extra-curricular activities Reflective practitioner Ambitious and committed to own professional development. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.

An online search will be carried out as part of due diligence on all short-listed candidates.

References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

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inspiring excellence in character and scholarship

Succeeding together