



SHENFIELD HIGH SCHOOL

ATTENDANCE ASSISTANT
SEPTEMBER 2026

Information for candidates

L E A R N I N G F O R L I F E

ATTENDANCE ASSISTANT

SEPTEMBER 2026

The role

We are seeking a skilled, organised, and conscientious Attendance Assistant to join a school that holds a caring ethos and a strong commitment to excellence in education.

The successful candidate will have proven experience in administration, attendance, or school office support, with excellent organisational skills and attention to detail. They will have the ability to build positive relationships with pupils, parents, staff, and external agencies while ensuring the accurate and efficient management of attendance records and processes across the school. This role requires someone who is reliable, proactive, and committed to promoting excellent attendance and punctuality, while maintaining confidentiality, professionalism, and a supportive approach at all times.

The attendance team plays a vital role in supporting pupils' wellbeing, safeguarding, and educational outcomes by monitoring attendance, maintaining accurate records, and working closely with families to address attendance concerns. Working alongside senior leaders, pastoral staff, and external agencies, the team helps ensure the school meets statutory attendance requirements while fostering a culture that values regular attendance and engagement in learning.

Attendance staff work collaboratively with colleagues and stakeholders to provide consistent, professional support, ensuring attendance procedures are implemented effectively and in line with school policies and statutory guidance. Balancing a caring and approachable manner with clear expectations and accountability, the team promotes positive attendance habits, supports early intervention where needed, and contributes to creating an inclusive environment where every pupil has the opportunity to achieve their full potential.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Private GP Access for yourself and dependents
- Continuous CPD & training
- Employee Assistance programme
- Access to Blue Light Card membership

We can also offer you:

- A chance to work alongside an enthusiastic and dedicated finance department
- Supportive onboarding
- An all-inclusive and diverse organisation
- A chance to be part of the school's drive to increase and support student engagement
- Discounted childcare during school holidays
- Free daily breakfast
- Gym and swimming pool access

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Job details

Start date:	September 2026
Salary:	Scale 6, point 13 – 17. Plus fringe allowance £729. <ul style="list-style-type: none">• <i>Full-time equivalent: £29, 793 - £31, 751 including fringe allowance.</i>• <i>Pro-rata'd salary: £10, 739 - £10, 076 including fringe allowance.</i>
Working Hours / Weeks:	Term time plus 5 days (38 weeks) 15 hours per week
Contract type:	Permanent Full
CLOSING DATE:	5 th July 2026
Interviews:	Week commencing 6 th July 2026

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

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SEPTEMBER 2026

JOB DESCRIPTION

Reporting to: Assistant Headteacher: Behaviour and Standards

Liaison with: Parents, Students, Teaching staff, Support staff, External agencies

Overall Purpose of Post

- To administer all processes relating to attendance support
- To accurately record student absence in a timely manner

Main purpose

- Maintain a passion and drive for maximising school attendance and punctuality.
- Work collaboratively with the Attendance Officer and Pastoral staff to intervene and provide bespoke support for families where attendance or welfare concerns exist.
- To work with students and families in promoting a positive attitude towards education, particularly with vulnerable families or those where persistent absenteeism is present.
- Investigate and assess the barriers and reasons impacting attendance for individual students, facilitating their return to a full time education provision
- Co-ordinate home visits and other attendance related meetings in order to prompt attendance and build positive working relationships with families.
- Keep clear and accurate records of student intervention in line with the school's intervention and safeguarding practices.
- Support day to day attendance processes alongside the Attendance officer, documenting absence accurately via the school information system (SIMS).
- Support the effectiveness of absence communication and discrepancies, following procedures for intervention where required.
- Support the Attendance Officer and Pastoral staff in the delivery of attendance initiatives.
- Meet regularly with the Attendance officer and Pastoral staff to remain focused and aware on attendance data, including that of vulnerable groups.
- Manage the attendance of students on dual roll, such as those attending other schools or alternative provision.
- Support processes around student punctuality, both to school and lesson.
- To support Form tutors and school reward systems through the providing of school data for attendance.
- Monitor and follow up on the completion of registers and discrepancies that exist.
- To support register processes during fire drills
- To ensure parents understand their responsibilities with regard to their child's attendance and to advise them of the school's duties should attendance fall below acceptable levels.
- To show understanding of mitigating circumstances with regard to attendance and ensure that parents understand their options.
- To present as a lead professional, undertaking any other duties as required to the highest professional standard.

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General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy and financial regulations
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the finance assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Educated to NVQ level 2 or equivalent Successful experience in a related role
Experience	<ul style="list-style-type: none"> • Working knowledge of school financial policies and procedures • Competency in the use of word processing and wide range of financial and administrative IT packages • Ability to exchange complex verbal information clearly and sensitively
Skills and knowledge	<ul style="list-style-type: none"> • Ability to resolve complex problems independently • Good knowledge of school policies and procedures • Good working knowledge of ICT. • Good written communication skills.
Personal qualities	<ul style="list-style-type: none"> • Contribute to the development and implementation of effective systems to share and safeguard information • Excellent organisational skills • Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults. • Ability to remain calm under pressure • Ability to manage and support the work of others • Ability to plan and manage own time effectively • Ability to prioritise • Confidentiality



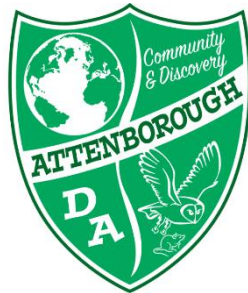
SHENFIELD HIGH SCHOOL

ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.

The whole school community has devoted significant time in the most recent years revisiting the school values and the House System.



SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing.

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school.



SHENFIELD HIGH SCHOOL

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour or would like some further information about the role, please contact the Headteacher's PA, Mrs Watson c.watson@shenfield.essex.sch.uk.

- Please visit our website for an application form [Job Vacancies - Shenfield High](#) or email our HR Manager Mrs Kirk e.kirk@shenfield.essex.sch.uk.
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance.

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello
Headteacher

