



SHENFIELD HIGH SCHOOL

ATTENDANCE OFFICER
JUNE 2026

Information for candidates

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

ATTENDANCE OFFICER

The role

Join our supportive support staff team in the role of Attendance Officer, perfect for someone who is passionate about keeping our students in school, and ready to make a lasting impact. The successful candidate will play a vital role in supporting our students and their families, ensuring, promoting and encouraging high attendance.

The successful candidate will be a positive and proactive individual with prior (or similar) experience of school attendance. You will be a flexible team player, who responds well to the unique challenges and quickly changing environment of our large secondary school.

You will be a strong role model happy to get stuck into day-to-day operations and be dedicated to keeping our children safe in school.

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
- Continuous CPD programme including NPQs and National College qualifications
- Employee Assistance programme
- Gym and swimming pool access

We can also offer you:

- 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 half-terms
- On-site parking

If you would like an informal discussion about this position and/or a pre-application visit please contact the Headteacher's PA, Mrs Watson: c.watson@shenfield.essex.sch.uk

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.

ATTENDANCE OFFICER

Job details

Start date:	June 2026 (negotiable)
Salary:	Scale 7, point 19 – 24. Plus fringe allowance £729. <ul style="list-style-type: none">• <i>Full-time equivalent: £32, 061- £35, 412 plus fringe allowance.</i>• <i>Pro-rata'd salary: £27, 356 - £30, 152 including fringe allowance.</i>
Working Hours / Weeks:	Term time only (38 weeks) 37 hours per week
Contract type:	Permanent
CLOSING DATE:	24 th April 2026
Interviews:	Thursday 30 th April 2026 <i>and</i> Friday 1 st May 2026

Interviews:

Please apply using the application form and a cover letter that outlines how your experience and skills fulfils the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - www.shenfield.essex.sch.uk.

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.

ATTENDANCE OFFICER

JOB DESCRIPTION

Reporting to: Assistant Headteacher for behaviour and standards

Liaison with: Parents, Students, Progress Team, Main Office

Overall Purpose of Post

To operationally and strategically lead attendance improvement in the school

Main purpose

- Line management of the Clerical Assistant to Attendance
- To meet with Heads of Year fortnightly to analyse and discuss attendance data for the year group and driving specific interventions and strategies to improve attendance
- To work with year teams to initiate bespoke strategies to improve the attendance of vulnerable groups
- To meet with the Designated Safeguarding Lead to discuss the strategical actions related to attendance for vulnerable groups, specifically LAC, PLAC, students open to social care
- To meet with the Designated Safeguarding Lead to discuss the strategical actions relating to attendance for vulnerable groups
- Managing student attendance data, providing fortnightly updates including an overview of:
 - Whole school absence and data from years 7-13 weekly
 - Absence rates for years 7-11 weekly
 - Weekly persistent absence rate
 - Pupil premium absence rates
- Collate absence communications and manage discrepancies via communication with year teams
- Administering students' lates and coordinating students signing in and out during the school day
- To provide form tutors with the average total percentage rates of their tutor groups weekly, and the form's position within the year team
- Ensure coding related to student absence is in line with school policies
- Challenge student absence by unauthorising absences which fall outside of accepted reasons outline in the school's attendance policy
- To provide termly data to the Assistant Headteacher for Governors reports
- To administer leave of absence requests
- To administer admissions and deletions from the school roll for Essex County Council
- To administer fire drill registers
- To lead and minute school-based meetings with families who have barriers to attendance
- To work in conjunction with Essex County Council to administer due processes, including fixed penalty notices for students whose attendance does not meet expected standard

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 Attendance Office will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
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ATTENDANCE OFFICER

Qualifications and training	<ul style="list-style-type: none"> • English and Maths at GCSE grade 4 or equivalent • Ability to use a range of IT applications; Microsoft Office – Word, Excel, Outlook, Publisher and Power Point <p><i>Desirable</i></p> <ul style="list-style-type: none"> • <i>Ability to use / experience in using school information management system(s) such as SIMS</i>
Experience	<ul style="list-style-type: none"> • Working in a school/college or administration environment • Managing the administration of attendance • Working with confidential and/or sensitive materials • Managing other members of staff • Managing time and workload to meet deadlines • Using a management information system (MIS) • Working with data sets • Complying with statutory regulations • Analysing, monitoring and reporting on data
Skills and knowledge	<ul style="list-style-type: none"> • High standard of communication (verbal and written) • Polite and effective interpersonal skills • Competent with common IT systems • Data analysis • Time management and planning • Ability to work flexibly and quickly under pressure • Ability to work across multiple projects and deadlines • Ability to follow policies and procedures set by the school and external agencies <p><i>Desirable</i></p> <ul style="list-style-type: none"> • <i>Confident in the use of ICT as an educational engagement tool and in the tracking and reporting of student progress.</i> • <i>Evidence of professional development relevant to the post</i>
Personal qualities	<ul style="list-style-type: none"> • Organised • Ability to keep calm under pressure • Ability to work well in a team, and independently • Commitment to promoting the ethos, values and standards of the School for the benefit of all stakeholders • Commitment to safeguarding procedures • Positive values and attitudes and adopt high standards of behaviour in a professional role • A commitment to equal opportunities and inclusion



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, 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

