



Wheatley Park School

Everyone Learning - Everyone Caring

11-18 Academy and member of the River Learning Trust

1146 on roll including 218 Sixth Form

Attendance Officer

37 hours per week

Term time only (38 weeks)

Salary: Grade 6 Pro rata £22491-£24370 (Full time equivalent £26824-£29065)

Every Day Counts: Supporting Our Students to Achieve Their Potential

A collaborative team dedicated to student success. "In our team, no one works in isolation. If a complex attendance issue arises or the morning gets exceptionally busy, we step in to support one another." – Student Receptionist

Why This Role Matters

At Wheatley Park School, our values of *Everyone Learning* and *Everyone Caring* mean we look at education as a whole: students learn best when they are fully supported and secure. As our Attendance Officer, your daily work directly drives this foundation. By maintaining accurate attendance tracking and working collaboratively with families and the student management team, you ensure our 1146 students are in their lessons and equipped to reach their full potential.

What You'll Bring

- **Strong Communication Skills:** The ability to hold professional, supportive, and sometimes challenging conversations with parents, carers, and students regarding attendance patterns.
- **Collaborative Mindset:** A desire to work closely within an established school office team of four, where knowledge-sharing and mutual support are daily practices.
- **Analytical Accuracy:** Confidence in managing attendance data, identifying trends, and maintaining precise records to help target interventions swiftly.
- **Resilience and Empathy:** The professional judgment to balance rigorous attendance standards with an understanding of the diverse needs within our vibrant school community.

The Wheatley Park Difference

Based within our stunning parkland site just five miles east of Oxford, Wheatley Park School offers a professional environment focused on shared growth.

- **A Supportive Ecosystem:** You will join a closely knit office team that prioritises collaborative problem-solving and a positive working atmosphere.
- **Professional Agency:** We trust our support staff as experts in their domains, providing you with the autonomy to manage your daily workflow effectively.
- **Continuous Growth:** As part of the River Learning Trust, you will have access to excellent professional development pathways tailored to professional services and support staff.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together. **OUR 'WHY?'** is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS)

for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

If you would like to know more, or arrange a visit, please contact Mrs Skye Wigley (HR Manager) on 01865 872441 or by email to swigley@wheatleypark.org. Full details can be found on our website [here](#). Applications for this post can only be accepted via the MyNewTerm website [here](#). To find out more about the River Learning Trust, please visit www.riverlearningtrust.org.

Closing date and time: 9am Wednesday 9th September 2026

The school reserves the right to consider and interview candidates ahead of the closing date if appropriate. An offer may be made to an exceptional candidate in this instance.

Provisional Interview date: Week commencing 14th September 2026

The River Learning Trust and Wheatley Park School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

Our staff are expected to maintain high standards of ethics and behaviour, within and outside school, by not undermining fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Wheatley Park School, Holton, Oxford, OX33 1QH

Tel: 01865 872441

www.wheatleypark.org



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Attendance Officer

JOB DESCRIPTION

Post Title:	Attendance Officer
Hours:	37 hours per week to be worked over 5 days Mon-Thurs - 08:00-16:00 Fri 08:00-15:30 (½ hour lunch break included)
Weeks per year	38 Term time only + the first INSET day of the academic year.
Main Duties:	Job Purpose: - Supporting the school to meet the statutory requirement of taking accurate registration and lesson registers - To liaise with the Pastoral Deputy Headteacher, Heads of Year, Student Welfare Officers and the OCC attendance team (where appropriate), providing and analysing punctuality and attendance data Objectives To be accountable for: - Maintaining accurate student attendance records and act as liaison between Heads of Year, Tutors and parents in all matters related to attendance. - Safeguarding students by contacting the parents/carers of students missing without authorisation Main Responsibilities: - Produce, distribute and supervise the collection of registers - Issue fixed penalty notices and prepare papers for subsequent legal action. - Collection and analysis of accurate data - Monitor lates and unexplained absences - Monitor missing marks and take appropriate action with support from DHT, Heads of Year and Subject Leaders - Liaise with parents by telephone and/or letter over absences - Keep Tutors, Heads of Year and Student Welfare Officer informed of absences - Send letters to parents/carers of students with broken weeks' attendance, overall attendance causing concern in line with school procedures - Direct relevant staff when actions are needed for a student with low attendance - Maintain records on the system and produce lists and statistics as required (whole school attendance and attendance of key groups eg) M/F, year groups, PP, PP/FSM, SEN by need - Weekly, termly attendance awards for individual students, forms and year groups - Process student holiday requests - Liaise with OCC attendance team for advice/action as needed

	Support for the School: • Where appropriate, attend regular whole school and team meetings • Undertake appraisal, training and mentoring • Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the School. • To flexibly work with the Line Manager concerning work time arrangements Health and safety responsibilities: It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to: • To be part of and promote a positive and pro-active health and safety culture; • Undertake necessary health and safety training; • Ensure you are familiar and comply with the School's health and safety policies and procedures; • Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services; • Follow all appropriate safety instructions and use safety equipment provided; • Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.); • Support your line manager in the delivery of good health and safety practice and the minimising of risks; • Ensure you draw to manager's attention health and safety problems or deficiencies in the workplace; and • Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence. General responsibilities as part of the Trust • To support teaching and learning by providing high quality support as part of a committed and flexible team; • At all times act in accordance with agreed local and national policies and procedures; • Contribute to the overall ethos/work/aims of the River Learning Trust; • Appreciate and support the role of other professionals; • Attend and participate in relevant meetings as required; • Participate in training and other learning activities and performance development as required; • Carry out other duties as required from time to time by line manager; • Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
Responsible to:	Student Services Manager, Deputy Headteacher, Headteacher
Salary Level:	Grade 6
Additional Duties:	To play a full part in the life of the school to support its ethos and development • To comply with all school policies and procedures • To comply with any reasonable request which is consistent with the post
Safeguarding	Wheatley Park School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptance references (1 from current/latest employer) and evidence of the formal qualifications required for the role.



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Attendance Officer Selection Criteria

	Essential	Desirable
Qualifications and Training	- Good general level of education with 4 GCSE Level 4 and above (including Maths and English) - ICT literate with good keyboard skills - Evidence of recent continuing professional development	Attendance in schools training.
Experience	General clerical/administrative work appropriate to the post	Previous experience of working in a school office
Knowledge and Skills	- Experience of working with secondary age children and/or pastoral support - IT literate and confident using a range of software. - Record of good time management skills and ability to prioritise work effectively - Work constructively as part of a team. - Ability to relate well to students and adults in a work environment. - Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently. - Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels. - Ability to identify own training and development needs - Professional approach to duties and presentation. - The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion - A helpful, calm and organised manner.	- Confident using MS Office, including Excel and Word and Google Suite, including Google Docs and Google Sheets - Experience of working in an educational environment in a multi academy Trust or large academy. - Working knowledge of Bromcom - Understanding of Child Protection and Safeguarding issues
Other qualities and attributes	- Training and Support in the role will be provided - A positive attitude to all aspects of Equal Opportunities - Able to project a positive image for the school	