

# ATTENDANCE OFFICER

This is an exciting opportunity to join an award-winning attendance team. Birkenhead Sixth Form College, together with The Birkenhead Park School, forms the BePART Educational Trust. As with many support functions, attendance is managed through a central, trust-wide team, with this role based at The Birkenhead Park School where the Trust attendance team is located.

As part of this role, you will play a vital part in removing barriers to learning and ensuring students are supported to achieve their full potential. We are seeking a proactive and effective Attendance Officer with excellent communication skills, who is able to work well under pressure while maintaining a strong focus on accuracy and attention to detail.

You will work as part of a collaborative trust-wide attendance team and will receive training and ongoing support in the role.

## WHAT YOU'LL DO

**The successful candidate will be reliable, highly organised and able to manage competing priorities in a fast-paced, process-driven environment.** The role involves regular telephone and email contact with students and parents/carers alongside accurate, high-volume data input. Responsibilities will include:

- Supporting and monitoring student attendance, ensuring accurate and timely information is updated on College/Trust systems
- Liaising with students, parents/carers and College staff to establish reasons for non-attendance or poor punctuality, and promoting positive, resilient attitudes to attendance
- Undertaking data input and ensuring that each and every absence is verified through timely contact with both students and parents/carers by phone or email
- Understanding the importance of attendance in relation to safeguarding and student welfare, and escalating concerns appropriately in line with Trust procedures
- Supporting ad hoc projects and carrying out any other duties appropriate to the role, responding flexibly to the needs of the Trust

## ABOUT YOU

**If you believe in the power of education and understand how life-changing regular attendance can be, particularly for students who may be facing additional challenges or disadvantage, this could be the ideal role for you.**

You will be enthusiastic, organised and resilient, with the ability to communicate effectively with a wide range of stakeholders, including staff, students, parents/carers and senior leaders. Previous experience of working in attendance or within an education setting would be advantageous, but is not essential, as training will be provided.

Continued.

**Reports to:** Trust Director of Attendance & Parental Engagement

**Hours:** Permanent, term time only, 35 hours per week.

**Salary:** Sixth Form Colleges National Pay Spine Point 3-6 £24,759 - £25,558 pro rata £21,169 - £21,852

**Apply by:** Monday 13<sup>th</sup> April 2026

**Interview:** Tuesday 21<sup>st</sup> April 2026



#### You will also:

- Be able to manage a varied workload, prioritising tasks effectively and meeting deadlines in a busy environment
- Have strong verbal and written communication skills, including confidence in handling sensitive or challenging conversations with professionalism and empathy
- Demonstrate discretion, initiative and meticulous attention to detail, producing high-quality work and accurately following procedures
- Be adaptable and responsive to changing priorities
- Work confidently both independently and as part of a team

Above all, you will share our commitment to putting students first and ensuring every learner has the best possible chance to succeed.

You will be joining a Trust committed to its core values of **Positivity**, **Ambition**, **Resilience** and **Thoughtfulness**, which shape everything we do. All staff are also expected to demonstrate a strong commitment to safeguarding, equality and diversity, and their own ongoing professional development.

## WHY JOIN US?

- **Pension Contributions** - Support Staff are auto-enrolled into the Local Government Pension Scheme.
- **Free Car Parking** - convenience and peace of mind when travelling to work, without the stress of paying for parking.
- **Family Friendly** - fantastic policies to support our staff with parenting and caring responsibilities.
- **Learning & Development** - fantastic opportunities for education specific professional development.
- **College Clothing** - optional College branded clothing is available, taking away the pressure of deciding what to wear each day.
- **Cycle to Work Scheme** - spread the cost of a bike.
- **Do Your Possible** - staff days out in summer to meet new people and try new activities.

## HOW TO APPLY:

To apply, please visit:

 <https://www.bsfc.ac.uk/job-vacancies/attendance-officer-2>

Please send your application form to:

 [hrdept@bsfc.ac.uk](mailto:hrdept@bsfc.ac.uk)

POSITIVITY

AMBITION

RESILIENCE

THOUGHTFULNESS

# GENERAL INFORMATION

Birkenhead Sixth Form College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. If you are invited for interview, your suitability to work with children will be explored as well as your suitability for the post.

All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

The College is an Equal Opportunities employer and all members of the College have a personal responsibility to implement the policy, to carry out their responsibilities in accordance with it and to maintain an equality of opportunity for all.

The Governors and staff of the College take their duties under the Disability Discrimination Act (as amended by the Special Educational Needs Act 2001) very seriously. They will ensure that all reasonable adjustments are made to ensure that disabled people are treated fairly and that they are not placed at any substantial disadvantage.

The College is committed to interview all applicants with a disability who meet the minimum criteria for the post and to consider them on their abilities.

# REFERENCE CHECKING

On the application form, you are asked to provide details of two employment referees (preferably your line manager from your current and previous or most recent employer/s), who can comment on your suitability for the post. References from relatives or individuals writing in the capacity of friends will not be accepted.

The College will seek references on short-listed applicants before interview and will approach previous employers for information to verify suitability for the post, dates of employment, particular experience or qualifications, attendance / punctuality history and details of any disciplinary offences.

In addition, if you are currently working with children or young people, on either a paid or voluntary basis, your current employer will be asked about your suitability to work with children and any disciplinary offences relating to children or young people.

This will include any offences for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedures. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Please note providing false information is an offence and could result in your application being rejected, or dismissal without notice if you have been appointed and possible referral to the police.