

**JOB ADVERT**

# ATTENDANCE OFFICER

The Birkenhead Park School is a school on the up - celebrating a remarkable transformation marked by Ofsted-recognised improvements, record-breaking exam results, and a renewed sense of ambition across our entire community. Ofsted describes The Birkenhead Park School as being on a “rapid journey of improvement,” with clear evidence of sustained progress.

Attendance is central to this success. The school now proudly holds the highest attendance of all non-selective schools across the Wirral and is officially the most improved for attendance in the 2024-25 academic year. This outstanding achievement demonstrates the relentless ambition of the school and is a key indicator of the positive direction the school continues to travel in.

This success is driven by a proactive, skilled, and hardworking Attendance Team, who work closely with students and families to identify barriers, provide tailored support, and ensure every child is in school, ready to learn.

The school's innovative approach to attendance was recently recognised with a win at the Educate Awards, shining a spotlight on the team's commitment, creativity, and impact. **We are now seeking a dedicated Attendance Officer to join this award-winning team at a school that is very clearly on the up.**

## KEY RESPONSIBILITIES

- ✓ Play a crucial role in improving school attendance and punctuality, helping raise student achievement and meet school targets.
- ✓ Maintain Highly accurate attendance records and ensure all systems are up to date and compliant.
- ✓ Take on a varied and active role, including completing home visits to support families and drive positive attendance outcomes. For this purpose of these visits you should hold a full driving licence.
- ✓ Use relationship skills to motivate, inspire and support students through positive engagement.
- ✓ Collaborate with staff across the wider school to develop strategies and interventions.

### Reports to:

Trust Director of Attendance and Parental Engagement

### Hours:

36 hours per week, 39 weeks per year (term time + inset days)

### Contract:

Permanent, term time

### Salary:

Grade 6, SCP 11-17, actual salary £24,313 - £26,802 (FTE £28,142 - £31,022)

### Start date:

June 2026



**THIS IS A SCHOOL ON THE UP** 



## ABOUT YOU

**We are looking for an energetic, caring and positive Attendance Officer who is committed to supporting young people and their families.** You will enjoy building trusting relationships, listening without judgement, and working alongside families to help remove barriers to good attendance and punctuality.

You will believe deeply in the power of education and understand how life-changing regular attendance can be – especially for students who may be facing additional challenges or disadvantage.

As regular home visits are an important part of the role, you must hold a full driving licence and feel confident driving every day.

*Please see the separate job description for the full person specification.*

## THE ATTENDANCE TEAM

Our Attendance Team plays a key role in the school's transformation, with student attendance improving dramatically over the past three years.

Led by our Senior Attendance Manager, the team of two Attendance Officers and two Attendance Administrators work tirelessly each day to support students and families, remove barriers, and promote the importance of being in school.

Their exceptional commitment was recognised at the Educate Awards, where Senior Attendance Manager Kellie was named Support Staff Star of the Year – a reflection of the difference this team makes across our school community.

“

*Improving attendance transforms futures - and that's what drives our team every single day.*

”

*Kellie,  
Senior Attendance Manager*



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## ABOUT US

**We're proud to be a school on the rise - where students thrive in a calm, focused and ambitious environment.**

Academic results have significantly improved and student attendance is not only amongst the best in Wirral, but higher than the national average. We're changing lives every day - and changing minds about what our school stands for.

- We are a secondary school for students aged 11 - 16, with a student population of over 700.
- We are part of the BePART Educational Trust and partnered with the Ofsted Outstanding Birkenhead Sixth Form College.
- Ofsted has recognised our rapid improvement - **"The school is on a rapid journey of improvement."**
- Our results are rising and we're seeing real progress each year, thanks to our dedicated staff and ambitious culture.
- We offer rich curriculum plus a wide range of extracurricular opportunities such as trips, sports teams and clubs.
- We are proud to be based in the heart of the Birkenhead community.
- Our values of **Positivity, Ambition, Resilience, and Thoughtfulness** underpin everything we do, shaping confident, well-rounded young people.

## HOW TO APPLY

If you want to make a genuine difference, be part of a high-performing culture, and contribute to a school with unstoppable momentum, please complete the Support Staff application form:

**<https://www.birkenheadparkschool.com/job-vacancies/attendance-officer-2>**

Please email your completed application form to [recruitment@birkenheadparkschool.com](mailto:recruitment@birkenheadparkschool.com)



**Application deadline:** 11am, Monday 4th May

**Interview date:** **Tuesday 12th May (may be subject to change)**

