St Thomas More Catholic School

Bishop Wilkinson Catholic Education Trust

Job Description

Post title: Attendance Officer
Grade: Grade D, SCP 5-7
Reports to: Education Welfare Officer

Job Purpose

Main Duties and Responsibilities

- To monitor attendance and punctuality and follow issues promptly, keeping accurate records and data on attendance and persistent late comers
- To ensure systems for identifying and improving persistent absenteeism are correctly followed including first day contact
- To call parents when first day absence has not been responded to for safeguarding purposes.
- Complete data analysis and produce written reports for Heads of Year/Heads of Department/Form Tutors on all attendance matters and provide updates for staff on pupil attendance/punctuality
- To raise awareness of school staff/parents/carers on the importance of school attendance
- To monitor the attendance of vulnerable groups of pupils and liaise with school staff
- To produce and interpret information relating to attendance patterns and analyse data to inform good practice
- To collate information with regard to attendance/punctuality of pupils who may be experiencing attendance difficulties
- To check and remind staff where necessary to complete registers to ensure all missing marks/absences are accounted for
- Keep up to date with current legislation, update letters in accordance with new guidelines on attendance and produce attendance certificates

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Nov 2026

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Person Specification

Factors	Essential		Desirable	
Qualifications & Training	E	5 GCSEs at Grade C or above or equivalent including Maths and English	D	Recognised qualification at level 5 or above (e.g. HND)
Experience	E	Experience of developing efficient record keeping systems Ability to show sensitivity and objectivity in dealing with confidential issues	D	Experience of working with children in an educational setting
Skills	E	Good ICT skills Good communication skills, both verbally and in writing Excellent organisational skills Ability to work well under pressure, manage time effectively, and prioritise workload	D	Knowledge of Management Information Systems and associated data entry
Personal Attributes	E	Able to work as part of a team Good work ethic and the ability to work on own initiative	D	Desire to enhance and develop skills and knowledge through Continuous Professional Development
Special Requirements	E	A commitment to safeguard the welfare of children		

		Compliance with data protection principles Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies Compliance with health and safety policies, rules and regulations To uphold the Catholic ethos of our schools		

May, 2022