



Required from September 2025

We are seeking to appoint an enthusiastic and efficient Attendance Officer to lead the attendance work at the school, with a real focus on improving outcomes for young people.

- working collaboratively with the Assistant Headteacher in charge of attendance, take a lead on attendance policy and practice in order to improve attendance at the school;
- adopt a strategic approach to analysis of attendance data in order to guide the school's pastoral team in working with students to remove barriers to learning, thus securing outstanding achievement for all students;
- develop systems and strategies to improve students' attendance and punctuality at Little Heath School;
- provide close monitoring of all attendance data for governors, senior leadership team and the pastoral team and local authority, through regular analytical reports;
- support senior leaders in the efficient and effective delivery of attendance recording and reporting procedures within the school;
- manage the use of the school MIS Attendance module, ensuring computerised registers are taken promptly and accurately for a.m. & p.m. registrations and all lessons;
- play a leading role in developing a whole school strategy on attendance recording and reporting;
- work with the Examination and Assessment teams to establish accurate and effective use of data in preparation for school census;
- build relationships with students and parents to improve attendance and help reduce barriers to attending school.

Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks

**Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is Monday 14<sup>th</sup> July 2025 We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.**