

 <p>CHURCH STRETTON SCHOOL</p>	<p>Church Stretton School Shrewsbury Road Shropshire SY6 6EX Telephone Number: 01694 722209</p>	 <p>TRUSTED SCHOOLS</p>
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Job Title: Attendance Officer

Hours: 37 hours per week

WPY: 44.20 (Term Time plus 3 PD days)

Contract Type: Permanent

Salary: Grade 5 SCP 6 - 7 (£25,989 - £26,403 FTE, £13.47 - £13.69 per hour)

Workplace: Church Stretton School

Start Date: As soon as possible

TrustEd Schools is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

We are looking for a committed and organised Attendance Officer to join our team at Church Stretton School and play a key role in supporting pupils to attend regularly, feel safe, and succeed. In this vital role, you will take responsibility for coordinating day-to-day attendance processes in line with school policies and statutory requirements. You will be the first point of contact for absence, carrying out first-day calls and following up with parents and carers to ensure accurate records are maintained.

The role involves producing daily, weekly and termly attendance reports, identifying pupils at risk of persistent absence, and contributing to early intervention and support strategies. You will work with families and staff to improve attendance and punctuality.

You will work closely with parents, the pastoral team, and Education Welfare Officer, preparing documentation and evidence packs for statutory processes and meetings. Analysing attendance data will be a key part of your role, helping to identify patterns, inform strategies, and provide clear, timely reports to senior leaders and governors. Flexibility is essential, and you may also contribute to wider office and reception duties when required, particularly during periods of operational need.

This role offers the opportunity to develop expertise in attendance, safeguarding and data-informed practice within a supportive school and Trust.

We are seeking someone with excellent organisational and communication skills, strong IT abilities including experience with Word, Excel and databases, and a strong commitment to safeguarding and promoting the welfare of pupils. Full training will be provided. The role requires confidence, professionalism and sensitivity when working with families and colleagues. You will be well supported by the pastoral team and senior leaders and will work as part of a collaborative school office team.

Application process

To apply for the position of Attendance Officer, please complete the TrustEd Schools application form and email it to admin@csschool.co.uk. Your covering letter (maximum two sides of A4) should outline why you believe you have the skills and experience to effectively manage attendance processes, engage with families, and support strategies that improve pupil attendance and punctuality. Please address your letter to Dr Andy Wood, Headteacher. A copy of the application form can be found on our website Church Stretton School. **Please note CVs will not be accepted.**

If you would like to visit the school before applying, please contact Mrs Sian Wilmot, PA to the Headteacher by telephone 01694 722209 or by email admin@csschool.co.uk.

The closing date for all applications is **Friday 30th January 2026 at 9am**.

Interviews will be held as soon as possible after the closing date. Shortlisted candidates will receive details of the interview process by email. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.

Shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

An online search will be undertaken as part of due diligence checks during the shortlisting process.