The Weald
community school
and sixth form

Attendance Officer
Application Pack



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November 2026

Dear Applicant,

Attendance Officer - The Weald School

Are you an adaptable, enthusiastic and professional individual looking to make a difference in young people's lives? The Weald School is seeking a dedicated Attendance Officer to join our supportive team.

I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the post advertised and the school.

An application form should be completed, and when completing the Skills & Competencies section of the form, please outline how your experiences, skills and abilities equip you for the role. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed application forms is **10am Wednesday 25 November 2026**. Interviews will be held shortly after this date.

Please note that due to limited resources at the school, we will only contact you if you have been shortlisted for interview.

You should email your completed application form to jobs@theweald.org.uk, or send by post to me at the school address below. Should you have any specific questions relating to this post, please contact our HR department on 01403 787200 or via email on jobs@theweald.org.uk

Yours sincerely,

Sarah Edwards

Mrs Sarah Edwards
Headteacher

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JOB DESCRIPTION
Attendance Officer

The Weald School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: NJC Grade 6 (Points 9-12)

£28,153 - £29,542 FTE, actual salary £12,818 - £13,450

Hours: 20 hours a week, term time only

Contract: Part-time, permanent

Reporting to: SLT responsible for pastoral and attendance

Main Purpose

- To lead the quality assurance, monitoring, analysis and reporting of school attendance and punctuality data; ensure consistent implementation of attendance procedures and translate information into timely action. Work as an equal partner with the Family Liaison Officer (FLO), supporting family interventions and risk-assessed home visits where necessary, without duplicating Student Reception's routine administration.

Duties and Responsibilities

Daily attendance systems and accuracy

- Oversee the accuracy and timeliness of registers across the school, including sixth form where applicable; follow up missing, late or inconsistent marks directly with staff and escalate repeated non-compliance to the senior leader.
- Oversee the effectiveness of first-day absence contact and follow-up procedures operated by the Student Reception Administrators; audit unresolved absences, ensure timely escalation and work with reception colleagues to improve processes. Do not routinely duplicate their calls or data entry.

- Check attendance codes, late marks and absence reasons for accuracy, referring ambiguous cases for an authorised decision and maintaining an audit trail.
- Quality-assure attendance information held in Bromcom and other attendance systems; investigate discrepancies with Student Reception, identify recurring errors and monitor corrective actions.
- Support staff with register procedures and provide clear guidance on deadlines, accuracy and escalation.

Analysis, monitoring and reporting

- Produce accurate, accessible daily, weekly, half-termly and termly attendance dashboards and reports for pastoral leaders, SLT and governors as requested.
- Monitor whole-school, year-group, tutor-group and key cohort attendance, including persistent absence, severe absence, punctuality and trends over time.
- Identify emerging patterns, deteriorating attendance and priority cases; provide timely, actionable information to Heads of House, the FLO and designated attendance leaders.
- Maintain and review attendance tracking lists, intervention logs and follow-up deadlines, recording outcomes and highlighting cases needing escalation.
- Support evaluation of attendance initiatives by comparing baselines, actions and outcomes and flagging data-quality limitations.

Communication and case administration

- Administer the school's staged attendance communication process, producing accurate letters and maintaining records of contact and responses.
- Prepare attendance meeting and panel packs, case chronologies, attendance histories and relevant evidence; record administrative actions and monitor deadlines.
- Support preparation of documentation for local-authority referrals and statutory attendance processes (including processing fixed penalty notices as required) as directed by the designated senior leader; do not independently determine legal action.
- Respond to escalated attendance queries and contribute to family meetings or direct interventions where appropriate; refer complex ongoing family support and EBSA casework to the FLO, and safeguarding concerns to the appropriate safeguarding lead.
- Work closely and flexibly with the FLO to review priority cases, plan interventions and monitor outcomes; accompany the FLO on home visits and attend family meetings when required, particularly where a risk assessment indicates two staff should attend, in accordance with safeguarding and lone-working procedures.

Systems improvement and compliance

- Help implement and embed new attendance software, workflows and reporting templates, checking data integrity and staff compliance.
- Maintain secure records, follow data protection and retention requirements, and share information only with authorised colleagues.
- Escalate safeguarding concerns without delay in accordance with school procedures.
- Contribute to the implementation and review of the whole-school attendance strategy and associated procedures.

Working relationship and boundaries

- The AO and FLO are equal, complementary posts, both directly line-managed by the senior leader responsible for pastoral issues and attendance; neither line-manages the other. The AO leads attendance data quality, analysis, reporting, process assurance and intervention tracking; the FLO leads family-facing support and EBSA. Student Reception Administrators retain daily absence recording, initial parent communications and operation of Truancy Call. The AO oversees process effectiveness but does not line-manage reception staff. Both posts share responsibility for improving attendance and support each other flexibly, including with risk-assessed home visits.

Other Duties

- To undertake any other duties appropriate to the grade and character of work as may reasonably be required
- Contribute to the overall ethos/work/aims of the school

Special Conditions

- A full UK driving licence and access to a car are required for occasional work-related travel.

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Attendance Officer: Person Specification

Sections	Competencies	Essential	Desirable
Personal Qualities	• Professional and sensitive with good communication skills	✓	
	• Confidence following up register compliance with staff, liaising with parents/carers and supporting family meetings and home visits where appropriate	✓	
	• Ability to deal with confidential and sensitive information in the appropriate manner	✓	
	• Understanding of confidentiality, data protection and safeguarding responsibilities, or willingness to complete relevant training	✓	
	• A positive, flexible and proactive team player	✓	
Qualifications and Training	• GCSE pass in English and Maths	✓	
Experience	• Strong experience of administrative data management, reporting or analysis with excellent accuracy and attention to detail	✓	
	• School attendance administration, attendance codes and statutory reporting		✓
	• Experience with school MIS, automated absence contact systems or dashboard tools		✓
Skills and Knowledge	• Strong numeracy, literacy, organisational and time-management skills	✓	
	• Ability to identify patterns, explain data clearly and produce reliable reports to deadlines	✓	
	• Competence with spreadsheets (including formulas, filters and data summaries), databases and common office software	✓	
	• Ability to prioritise urgent daily tasks while maintaining longer-term reporting and tracking	✓	
	• Ability to learn and use school management information systems and attendance platforms confidently	✓	

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.

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About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.





Academic outcomes at The Weald are consistently high. In the summer of 2026, our Year 13 students achieved results which put us, yet again, in the top 25% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.

Our Year 11 students also attained excellent results: our most recent Progress 8 measure (from 2024*) is +0.43, meaning that our students typically make, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK. Outcomes this year were similarly strong: 80% of students attained a grade 4 in English and 75% did so in mathematics.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

* There are no Progress 8 measures for 2025 or 2026 due to students not sitting Year 6 SATS.

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Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and a privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school a fantastic place both to study as a student, and to work as a member of staff.

About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



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An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

The Weald School offers all students:

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

What our students think about the school:

- *"Lessons are fun, and the school has a good atmosphere" – Year 7 student*
- *"The teachers have a good attitude to learning and we are encouraged and can hold our own opinions" – Year 10 student*
- *"We are able to talk to our teachers about issues and they make a real difference in our lives" – Year 9 student*
- *"I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work." - Year 12 student*
- *"There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process." - Year 13 student*

Sarah Edwards
Headteacher

September 2026