

## Attendance Officer



KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM

Vacancy Details	
Salary:	SCP 19 £27,852 (Full time) Pro Rata Actual Salary £24,357 Term Time only
Hours:	Monday 08.00am – 16:00pm, Tuesday - Friday 08.00am – 15:45pm Inc 30 min unpaid lunch break 36.5h P/W
Location:	King Edward VI Handsworth School for Girls
Closing date:	Monday 27 <sup>th</sup> February 2023 9am
Interview date:	Friday 3rd March 2023

### About the Academy Trust

The King Edward VI Foundation, Birmingham, is a progressive charitable organisation which has supported excellence in education across the City since 1552. Our schools are diverse in nature but have a common purpose and commitment to achieving our mission of “making Birmingham the best place to be educated in the UK”.

Our Academy Trust currently consists of two independent schools, six selective, and five non selective academies. Our recent expansion into a wider diversity of local communities is enabling us to accelerate our strategies for improving the life chances of young people in Birmingham, whatever their background.

The King Edward VI Academy Trust Birmingham (“the Academy Trust”) was established in 2017 and is made up of the academies outlined above. The academies receive back office central support services including governance, from the Foundation Office (a central support services function), with several staff being seconded from the Foundation to deliver support services to the Academy Trust and the academies themselves.

Our highly focused five-year strategy aims to build on our existing strengths and heritage and deliver our ambitious growth strategy which aims to bring in a further five academies over the next five years.

An exciting opportunity has arisen to join our forward looking, ambitious and happy school as an Attendance Officer.

We are offering the successful candidate the opportunity to work in a thriving school with passionate and enthusiastic students who are dedicated to their learning and as part of committed and supportive staff. This is a fabulous community which is full of character; proud of our history and tradition whilst being forward thinking and creative. Staff and students thrive on extremely positive relationships underpinned by our expectations that everyone in our community should strive to be their best. We are committed to excellent teaching and learning in an environment where students relish the opportunities they are given to master the subjects they are studying, are willing to take risks and enjoy the intellectual challenges this brings. We develop staff and students who have the desire and courage, combined with the emotional, intellectual and practical capacities to change the world in ways that might be great or small but are always for the better. We are a happy and caring school which values and takes pride in diversity and celebrates individuality.

We are looking to appoint someone who believes passionately about making a difference to the lives of every student and who does so with integrity, humility and relentless positivity. The successful candidate will play a key role in monitoring, analysing and intervening with student attendance, persistent absence and punctuality across the school to ensure that all students achieve their potential. Candidates must have experience with working with children and families and experience in administration and/or customer service.

If our vision, ethos and ambition match your own philosophy, please download the job description, information for applicants and person specification from our website to find out more about the role and the school and how you can fit with our vision and values. Visits are welcomed and encouraged and can be arranged by contacting the Head’s PA, Mrs S Harvey.

In order to submit an application, please complete the Academy Trust application form including the names and



addresses of two referees, to the Headmistress, Mrs A Whittall. CVs will not be accepted.

Please also use the statement section of the application form to explain the ways in which your experience to date has helped to prepare you for this role and how you would seek to contribute through this role to our vision and ambition.

King Edward VI Handsworth School for Girls is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful applicant will have to meet the requirements of the person specification including a health check, an enhanced DBS check and satisfactory references.

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### How to Apply

A full job description and an application pack for this post, can be found at:

<https://kingedwardvi.bham.sch.uk/vacancies/>

or can be obtained from:

King Edward VI Handsworth School for Girls

Rose Hill Road

Handsworth

Birmingham

B21 9AR

Tel: 0121 554 2342

Email: [vacancy@kingedwardvi.bham.sch.uk](mailto:vacancy@kingedwardvi.bham.sch.uk)

*The Schools of King Edward VI in Birmingham is an educational charity supporting eleven schools and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.*

**CHARITY NUMBER: 529051**