

Attendance Officer

Starting September 2026

30 hours per week

Working Pattern: 5 days per week Monday – Friday 08:00 to 14:00pm

Term-time plus: 38.4 weeks of the year

Starting salary ELM6 £30,647- £32,867 FTE

Actual Salary – £21,663- £23,200 per annum

We are seeking to appoint an enthusiastic, efficient, and highly organised Attendance Officer to join our growing school. The successful candidate will play a key role in promoting excellent attendance and punctuality, while providing high-quality administrative and operational support to ensure the smooth running of attendance procedures.

Duties will include:

- Acting as the first point of contact for parents/carers regarding attendance matters, providing guidance and responding to queries in a professional and supportive manner.
- Monitoring, tracking, and analysing student attendance data, producing reports and identifying trends or concerns as required.
- Supporting the school in maintaining high levels of attendance by following up on absences and implementing attendance procedures.
- Being responsible for the assessment of student welfare, including medical needs where appropriate.
- Administering front-line first aid and maintaining accurate records in line with school policies.
- Providing general administrative and operational support to the wider school team.

Successful candidates will:

- Have previous experience working in a school environment (essential).
- Possess excellent communication and interpersonal skills, with the ability to build strong relationships with families, staff, and external stakeholders.
- Be confident, enthusiastic, flexible, and a strong team player.
- Demonstrate initiative and be willing to go the extra mile when required.
- Be highly organised, with the ability to prioritise a busy workload effectively.
- Have strong numeracy, IT, and design skills, with excellent attention to detail.

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 1st June 2026 at 9:00am

Interviews: w/c Monday 1st June 2026

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

