

Attendance and Welfare Officer

Salary Grade: Grade 8 point 18 – 23 (Grade 9 point 23 – 26 would be considered for someone with extensive experience in a similar role)

Actual Salary: £27,437 - £29,957 (Grade 8)

Contract Type: Permanent

Hours: 37 hours per week, term time only, plus 5 INSET days

Closing Date: Thursday 19 March at 12 noon

Interview Date: Interviews on Monday 23 March. Should a suitable candidate be identified before the closing date, the vacancy may be closed early.

Start date: As soon as possible

John Mason School is seeking an efficient, thorough and people focused **Attendance and Welfare Officer** to manage the smooth running of the school's daily attendance procedures and support safeguarding through accurate register maintenance and timely follow up.

You will work closely with Form Tutors, pastoral managers and senior pastoral leaders, and you will play an important role in identifying and responding to attendance related safeguarding concerns. The post holder will be confident working with families and partners to understand barriers and secure improved attendance and punctuality for pupils.

In this role you will

Maintain accurate daily registers and oversee first day response and follow up of unexplained absences.

Use attendance data to identify patterns, track cohorts and support targeted intervention.

Work directly with students and families to remove barriers to attendance, including meetings and agreed support plans.

Liaise with external agencies and partners where appropriate to secure the right support for pupils and families.

Keep clear, accurate records and contribute to safeguarding processes linked to attendance.

We are looking for someone who

Is calm, organised and able to manage a busy workload with competing priorities.

Communicates confidently and professionally with students, families and colleagues.

Has strong attention to detail and can work accurately with data and records.

Is solution focused and persistent, with a firm but supportive approach.

Has good ICT skills (experience of school systems, including Bromcom and Excel, is an advantage, training can be provided).

If you would like to arrange a visit or have an informal conversation about this position please call Jane Howse, HR Manager, on 01235 466054

An application pack is available from the John Mason School website:

[Vacancies - John Mason School](#)

CVs alone are not acceptable.

Abingdon Learning Trust is an equal opportunities employer that recognises the terms and conditions of maintained schools, including maternity benefits. The Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. All staff are expected to promote fundamental British values.