
Attendance Officer

Contract Type: Term time + 2 Weeks+ INSET/ 37 Hours Per week
Salary: Grade 7, Point 13-17, £27,182-£29,014 per annum, depending on experience
Required for: ASAP
Closing date for applications: Monday 21st September 2026 at 10am – we reserve the right to close the applications early should we receive a high number of applications.

The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Aylesbury UTC. The schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our schools have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

Line of responsibility

The attendance officer will be directly responsible to the Deputy Headteacher responsible for Safeguarding.

Job purpose

The attendance officer is responsible for:

- Assisting in promoting high levels of attendance and punctuality by students and to maintain records, both manual and electronic, relating to these areas.
- Liaising with students, parents/carers, colleagues and other professionals in relation to student attendance and punctuality.

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- Completing and providing information and statistics regarding student attendance and punctuality as required by the school, Trust, local authority (LA) and DfE.
- Initiating appropriate sanctions in liaison with relevant colleagues and other professionals.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature will be required, as directed by the Senior Leadership Team.

Job specification

Operational

- establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- offer support to members of staff as appropriate in carrying out home visits to students causing concern in terms of attendance and punctuality, providing parents/carers with necessary information and making appropriate referrals.
- participate in school and local initiatives regarding matters of attendance.
- provide administrative support to staff in the application of appropriate sanctions in liaison with colleagues and other professionals.
- provide support to colleagues in attending meetings held with parents/carers and other professionals in relation to attendance and punctuality issues and to take notes and to provide follow-up administration.
- working with the line manager, liaise with outside agencies, parents/carers, social workers, other schools and organisations in relation to information and attendance of suspended students, and attend to queries as required.
- maintain and monitor the student attendance registration system on a daily and weekly basis, ensuring that registers are up-to-date and reporting any problems to her/his line manager and the ICT technicians.
- record late arriving students; and deal with queries making appropriate referrals and contacting parents/carers as necessary.
- follow up student absences and lateness by telephone or other means, on a daily basis with guidance from colleagues as appropriate, and escalating when appropriate.
- report any welfare and/or child protection concerns in accordance with school policies.

Administrative

- ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- process, input and extract data held on the student information system and student attendance registration system, including accessing and producing reports, inputting details from manual registers, and printing out the daily absence list and individual student registers.
- prepare information, statistics and reports as required by her/his line manager, the headteacher and the governing board.
- maintain records and filing systems including student files as required.
- deal with correspondence promptly and as required.

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General

- participate in school emergencies as required, including evacuation procedures, through the provision of attendance data, locating students and relevant staff, contacting emergency services, and completing necessary documentation.
- attend relevant meetings and training sessions.
- keep up-to-date with developments and changes in relevant legislation and guidance, and communicate appropriate information to colleagues.

ATTENDANCE OFFICER: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
• Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics. • Strong administrative experience.	• Experience of working in a school or similar establishment. • Experience of working with children/young people.	Application form Letter of application References Interviews Certificate(s) (to be available at interview)
Knowledge and skills		
• Excellent verbal and written communication skills. • Good standard of numeracy and literacy skills. • Excellent IT Skills • Ability to build and form good relationships with students, parents/carers, colleagues and external agencies. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.	• Experience in the use of SIMS or other management information system. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.	Application form Letter of application References Interviews
Personal qualities		
• Able to follow direction and work in collaboration with the line manager.		Application form Letter of application References Interviews

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Essential	Desirable	Evidence
• Able to work flexibly to meet deadlines and respond to unplanned situations. • Desire to enhance and develop skills and knowledge through CPD. • Recognition of the importance of personal responsibility for health and safety. • Willingness to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion		

THE HOURS + SALARY

Permanent /Term Time only + INSET + 2 weeks/37 hours per week

This is a Grade 7, Point 8 – 17 Depending on Experience

Grade 7, Point 13-17, £27,182-£29,014 per annum depending on experience - Annual salary will be payable in twelve equal instalments (monthly).

You will be expected to attend INSET days for which you will be paid.

THE ATTRIBUTES OF THE IDEAL CANDIDATE

When making appointments of this nature we look for people who have themselves the sound educational background that enables them to be able to help students. They also need to feel comfortable working and co-operating with varying numbers of adults. Sensitivity, discretion and a supportive, caring approach to the student are important-

GENERAL POINTS

- You will be able to contribute to the Local Government Superannuation Scheme.
- The Merchant Taylors' Oxfordshire Academy Trust is an equal opportunities employer.

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- Applicants should be aware that we operate a non-smoking policy on site.

The Merchant Taylors' Oxfordshire Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to child protection vetting process along with all other relevant employment checks.

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26 week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

Closing date for receipt of completed application forms is **Monday 21st September 2026 at 10am**

We look forward to receiving your application.

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