



### Attendance Officer

Grade: C £24,405 - £25,430 (FTE)/£21,410.64 - £22,309.92 (actual salary)  
per annum, depending on experience

Hours: 37 hours a week, 40 weeks per year, term time + 1 week  
7:30am or 8:00am start

Required ASAP

A vacancy has arisen within the college for an Attendance Officer, to join our friendly and professional team. We are looking to appoint an enthusiastic and inspirational person who is committed to ensuring that every student reaches their full potential.

#### As an attendance officer, you will:

- Be responsible for organising a daily check on children at risk of truancing.
- Initiate and carry out periodical post-registration truancy checks.
- Chase up reasons for absence using agreed systems.
- Provide advice and support for students returning to school after a long period of absence.
- Make contact with feeder primary schools and gain any relevant information about the attendance records of new students.
- Be available to staff and parents for home visits on individual pupils.
- Provide regular updates for staff, e.g. HT, DHT, Heads of Year and Tutors, on student attendance with targets and strategies for improvement.
- Liaise with Education Welfare and other support services to improve attendance rates.
- Keep up to date with current technology and oversee the training of staff in attendance and registration issues.
- Work with new and supply staff to ensure that the school system of registration is adhered to.

The successful candidate must be able to build excellent relationships with students, colleagues, parents and outside agencies. They must have a committed interest in improving the attendance, and monitoring the welfare of our students.

The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check.

Application Forms and supporting documentation can be found on the college website [www.henry-cort.hants.sch.uk](http://www.henry-cort.hants.sch.uk) under the "Opportunities" tab.

**Please send completed applications and covering letters to: [recruitment@henrycort.org](mailto:recruitment@henrycort.org)**

Closing date for applications: Noon, Friday 28<sup>th</sup> March 2025

**ASPIRE**

ACHIEVEMENT \* SUPPORT \* PERSEVERANCE \* INDIVIDUALITY \* RESPECT \* EXCELLENCE