SIR JOHN NELTHORPE SCHOOL

Headteacher: Mr R. Biglands BSc

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Dear Candidate

Thank you for your interest in joining our dedicated team at Sir John Nelthorpe School. We are a community deeply committed to ensuring that every young person is safe, well, prosperous, and connected, and we are looking for an exceptional individual to help us deliver on that promise.

The role of Attendance Officer is a vital position within our school's pastoral and inclusion structure. Working under the direction of senior leaders and alongside our Pupil Engagement Leads, teaching staff, and external agencies, you will monitor and analyse attendance patterns to identify pupils requiring early intervention. Your core mission will be to implement effective strategies, action plans, and support systems that remove barriers to learning and secure regular, punctual attendance for all students.

This is a highly rewarding role, but it is also one that requires immense resilience, diplomacy, and professionalism. On any given day, you will be:

- Analysing MIS attendance data, maintaining accurate case notes, and presenting reports to the inclusion and senior leadership teams.
- Conducting first-day absence calls, leading Early Help Assessments, and holding termly mentor meetings with targeted pupils.
- Building trusted, cooperative partnerships with parents and carers through regular school meetings and home visits to resolve absenteeism and check on pupil welfare.

We are looking for someone who is emotionally robust, well-organised, and skilled in diffusing difficult situations. Because our day-to-day environment is fast-paced with frequent interruptions, strict deadlines, and occasional challenging behaviour from pupils or families. Your ability to remain calm under pressure, prioritise conflicting demands, and handle sensitive safeguarding information with complete confidentiality is essential.

In return, we offer a deeply supportive team environment where your work directly improves the educational outcomes and life chances of our young people. If you possess strong administrative and interpersonal skills, a thorough understanding of attendance and safeguarding procedures, and a genuine passion for re-engaging students with their learning, we would love to receive your application.

Please review the enclosed job description and employee specification for full details on the role and application process. If you have any questions or would like to discuss the position further prior to applying, please do not hesitate to contact the school.

I look forward to reading your application.

Yours sincerely

Mr R Biglands BSc
Headteacher






RESPECT – RESILIENCE – INTEGRITY

