SIR JOHN NELTHORPE SCHOOL
RESPECT - RESILIENCE - INTEGRITY



ATTENDANCE OFFICER

Grade 5, Scale Point 9-14 £28,153 to £30,515 FTE (£21,270 - £23,054 Pro-Rata)
32.5 hours per week, term time plus 5 training days

Are you passionate about making a positive impact on young people's lives? Do you have a strong commitment to removing barriers to learning and helping pupils achieve their full potential? We are seeking a dedicated, proactive, and compassionate Attendance Officer to join our pastoral and inclusion team.

This key role involves monitoring and analysing school attendance patterns to identify pupils requiring early intervention, and implementing targeted strategies and action plans to resolve absenteeism. Working closely with senior leaders, Pupil Engagement Leads, parents/carers, and external agencies, you will ensure accurate attendance records are maintained while building positive, supportive relationships with families to secure regular and punctual attendance.

Day-to-day, you will conduct first-day absence calls, analyse MIS attendance reports, lead Early Help Assessments, and hold termly mentor meetings with targeted pupils. You will also conduct home visits (in line with our lone worker policy) to check on pupil welfare and work collaboratively with families to overcome challenges affecting school attendance. Excellent time management, strong administrative and ICT skills (including databases and spreadsheets), and high levels of literacy and numeracy are essential.

Previous experience working with children and families—ideally within a school or pastoral setting—would be highly beneficial, and a full driving licence is essential. You will need exceptional communication and interpersonal skills, a thorough understanding of safeguarding and child protection procedures, and the resilience to handle sensitive, confidential information and occasionally challenging situations with diplomacy, tact, and calm professionalism.

In return, we will provide a supportive and inclusive school environment that values staff well-being, alongside strong opportunities for professional development. We offer the chance to make a meaningful difference in the lives of young people, helping them overcome barriers and thrive both academically and personally.

If you are committed to promoting positive attendance and helping every pupil succeed, we would love to hear from you. To apply, please complete the standard North Lincolnshire Council application form via the NLC website. Completed application forms must be returned no later than **9am Wednesday 9th December 2026.** Please note we do not accept CVs.

Sir John Nelthorpe School is committed to safeguarding and promoting the welfare of children and young people. This role operates in an active school environment, bringing the post holder into routine contact with children. The successful candidate will have full safeguarding responsibilities, ensuring secure environments and reporting welfare concerns in line with school policy. This post is subject to an enhanced Disclosure and Barring Service (DBS) check under the Rehabilitation of Offenders Act 1974 (Exemptions).



"Pupils behave very well. Staff develop positive attitudes to learning, which results in a calm atmosphere in lessons"
Ofsted 2023