



**Colne Valley High School**  
**Attendance Officer**  
**Permanent role, 37 hours per week**  
**Term Time plus 5 additional days**  
**To start – Immediately**  
**Salary - £23,864 (FTE £27,334)**

This is an exciting opportunity to join Colne Valley High School as an enthusiastic and dedicated Attendance Officer. We are seeking to recruit an individual to work within our school who has the inspiration, drive, and motivation to make a difference to the lives of young people.

As the Attendance Officer, you will be responsible for ensuring the high attendance of pupils within the school, supporting the drive that attendance is at least in line with the national average.

The successful candidate will need to have excellent interpersonal skills along with strong administration skills as the role consists of a variety of tasks related to the monitoring of attendance and punctuality using our computerised systems. You will need to be confident and effective at analysing data, updating our systems, and collating reports for our Senior Team and the Local Authority.

Candidates should have excellent ICT, telephone, verbal, and written skills and have experience of working in a busy and demanding environment. You will need to enjoy working with young people, be flexible, have a positive approach and be able to manage your time to meet deadlines.

You will work in partnership with families to ensure student absence is reduced. As the Attendance Officer you will be required to work closely with a range of other agencies and services to ensure that vulnerable and at-risk children and young people access educational provision.

It is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach working collaboratively with staff and students to achieve positive outcomes.

To apply for the position please complete our application form, as a Word Document and return to Hayley Drummond, Recruitment Officer at [h.drummond@greathightstrust.org.uk](mailto:h.drummond@greathightstrust.org.uk)

**Closing date:** Thursday 11<sup>th</sup> April, 9.00am

**Interviews:** TBC

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*

**GDPR Disclaimer:** Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.