



Attendance Officer

20hrs/wk

Salary: NJC Scale, SCP22

Actual Pro-rata salary £15,581 (FTE £33,699)

(Term time plus INSET days)

Pay award pending

The Governors are seeking to appoint an ambitious and committed part-time Attendance Officer. The successful candidate will monitor and report on whole school attendance, including identifying key areas of concern. The successful candidate will work closely with pupils, staff, parents and carers to reduce levels of absence to improve outcomes for young people. The post holder will promote regular school attendance and positive engagement in education, address barriers to school attendance and ensure that statutory obligations are met. The post holder will support the Designated Safeguarding Lead, whilst demonstrating a high level of accuracy with written records and be willing to continually develop the skills required in this important role.

This is a term time plus INSET days (39 wks/yr) and the pro-rata salary above applies.

We are rated as 'Expected Standard' school by Ofsted (March 2026) and Outstanding in the Catholic Schools' inspection carried out in April 2024.

Our school is committed to safeguarding children and promoting children's welfare. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS Certificate with a barred-list check and a medical screening questionnaire. This post is exempt from the Rehabilitation of Offenders Act 1974.

The closing date for applications is **12.00 noon on Monday 13th July 2026.**

Further information, including detailed job description, person specification and application forms can be obtained by e-mailing your request to: recruitment@bellerivefcj.org or visiting the Vacancies page on the school website: <http://www.bellerivefcj.org/vacancies>

Completed applications should be returned to recruitment@bellerivefcj.org and interviews will be held as soon as possible after the closing date.

Applicants who are not contacted may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for an interview.