



Attendance Officer

- Grade 5
- Term time only (38 weeks a year)
- The role could be undertaken as a 2 or 3 days a week part time role as part of a job share.
- The role could be a full time position - working 3 days as an attendance officer (as above) and 2 as a cover supervisor at the school

We are looking to appoint a second part-time Attendance Officer to give our existing team further capacity. The person appointed will help to improve the attendance of students at Malbank School to ensure that they are accessing the full curriculum and maximizing their potential, making every 60 minutes matter.

The post holder will be required to identify case load, carry out home visits to ensure attendance and address barriers and work alongside both they will also work alongside both the Pastoral Teams. Access teams and Local authority colleagues to devise strategies to improve and reward home school attendance.

The post holder will also:

- Attend multi agency meetings to support attendance, welfare and safeguarding.
- Carry out home visits to remove barriers and improve attendance.
- Attend in-house STAR meetings to contribute and devise support plans for students with attendance concerns.
- Attend and possibly lead parental meetings where attendance has been identified as a barrier.

Person Specification – we would like you to be:

- Resilient
- Confident
- Solution focused
- Calm
- Clear communicator
- Through and precise

Include with your application form no more than 2 sides of A4, font 12, evidencing how you meet the Person Specification, the skills that equip you to be a successful Attendance Officer and how you will contribute to the team.

Please send applications to lcc@malbank.cheshire.sch.uk

Closing date is 16.07.2024 at noon.