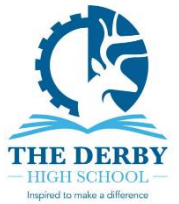


**THE DERBY HIGH SCHOOL
RADCLIFFE ROAD
BURY
BL9 9NH**



Tel: 0161 764 1819
Email: info@thederbyhighschool.co.uk

Headteacher: Ms C H Hubert
11-16 mixed comprehensive NOR 943

Attendance Officer

Grade D SCP 6-11 – (FTE - £26,847 to 29,071)
37 hours per week
Term time plus 5 days

Required as soon as possible

The Derby High School and Prestolee Multi Academy Trust are seeking to appoint an enthusiastic and committed Attendance Officer to join the school's Inclusion Team, who will take responsibility for the day-to-day systems and processes to ensure high levels of attendance and punctuality of all our students. The successful candidate will hold exceptionally high expectations for all pupils and give them every opportunity to succeed.

They will work closely with those identified as being at risk of becoming persistent absentees and they will develop support to re-engage those students with school.

The Attendance Officer will track pupil attendance, identifying patterns and causes for absenteeism. They will liaise with staff in school, the Inclusion team and external agencies to address attendance concerns. They will maintain accurate records and reports on attendance data and promote effective attendance practices within the school community, implementing the school's attendance policies and procedures. The role will involve home visits and working with outside agencies and key vulnerable groups of students.

The successful candidate will have excellent communication, numeracy and literacy skills as well as relevant IT skills including Word and Excel. They will have the ability to prioritise tasks and manage their own workload to achieve deadlines, often managing conflicting priorities. A Level qualification or equivalent and GCSE at C or above in English and Mathematics or equivalent are essential. Further education and relevant experience is desirable as is previous experience as an Attendance Officer or similar role.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

If you have any questions regarding the application process please email
Mrs S Silgram-Clynes at headteacherspa@thederbyhighschool.co.uk

Closing date for complete applications: Friday 18th September 2026 by 12:00 noon
Interviews expected to take place week commencing 21st September 2026.