

**Job Title: Attendance Officer**  
**School Name: Westhoughton High School**

**Working Pattern: Term time plus one week (5 days)**

**Working Hours: 37 hours per week**

**Salary: Grade E, SCP 11-17 (£28,142 to £31,022 FTE, pro rata £24,098 to £26,564)**

**Start Date: 1<sup>st</sup> December 2025**

**Contract Type: Fixed Term – Maternity Cover (9-12 months)**

**Closing Date: Wednesday 15<sup>th</sup> October 2025**

**Interview Date: w/c Monday 20<sup>th</sup> October 2025**

We are looking to appoint an enthusiastic, reliable and organised individual to join our Team as Attendance Officer on a fixed term basis to cover maternity leave. The successful candidate will play a key role in helping to promote excellent attendance and punctuality among our students, working closely with staff, learners and families to ensure that every child is supported to attend and succeed. We would love to appoint someone who has the ability to be flexible within a fast-paced environment, with excellent interpersonal skills and the ability to adapt to new systems and processes.

**We expect to appoint someone who can:**

- Show commitment to working as part of an established team with excellent interpersonal skills
- Interact positively with our parents/carers, learners, staff and visitors to the school
- Ensure high levels of attendance and punctuality are secured for all our learners
- Ensure that attendance is monitored on a daily basis and to take relevant actions to raise attendance across all year groups
- Monitor and record late arrivals
- Provide administrative support for the school
- Demonstrate a firm commitment to supporting and developing every child
- Be motivated, supportive and can invest in our shared, whole school values and future aspirations.

**In return we offer:**

- A committed, supportive and enthusiastic staff
- Learners who expect and deserve the best from us all
- A commitment to professional development opportunities for all staff
- A school that has a clear sense of purpose, corporate vision and a clear commitment to moving forward.

This is an exciting opportunity and if you have the commitment and desire to be part of the team, we want to hear from you.

**For further details of the role and how we use your data, please see:**

Job Application Pack

Application Form

Completed applications should be returned to the office, [info@westhoughton-high.org](mailto:info@westhoughton-high.org)

Please note CV's will not be accepted.

Westhoughton High School is committed to safer recruitment practice, and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and a barred list check. Westhoughton High School is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment.