



Job Title: Attendance Assistant

Salary: Grade C (Actual Salary £17,287 - £17,840)

Hours: 30 hours, term time only/**Maternity Cover** (Monday – Friday 08:00 to 14:00)

Thank you for your interest in joining our school. We're proud to have been rated 'Good' by Ofsted and are working to become a national leader in education. At MAP, we are driven by a clear and ambitious core belief: every student who joins us has the potential to get to and through university. While we recognize that this may not be the right path for all of our students, we firmly believe that having this option is a hallmark of a successful, high-quality education—one that enables our students to excel in top careers and live their best lives. We combine academic rigor with a joyful learning experience, ensuring our students gain the knowledge, experiences, and support needed to achieve their dreams.

We are looking for an Attendance Assistant to work within our attendance team to promote excellent attendance amongst students, reduce absence levels and work alongside students and families as required. You will be joining a dynamic and friendly team, who all work together to improve the educational outcomes for our students. The main purpose of the role is to make contact, both on the phone and through home visits of non-attending students each day to ensure they are not missing school unnecessarily.

Previous experience in managing attendance within a school setting is advantageous as are good levels of spoken English, GCSE in English and Maths or equivalent and excellent organisational skills.

We prioritise staff well-being, offering work-life balance, professional development, and collaboration through the Ted Wragg Trust. We are proud to have nationally recognised for our commitment to staff wellbeing and workload reduction. Benefits of working as a teacher and leader at MAP include:

- **Scheduled 'Golden Time' where staff can work from home**
- **Centralised behaviour system**
- **Extensive CPD offer**
- **Support as part of the Ted Wragg Trust**

To apply and for further information on each of our positions please go to https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=002975IVaQ

For an Informal conversation about the role please contact:
Recruitment@marineacademy.org.uk

Closing date

Thursday 7th
August 2025
08:00am

Interview date

Thursday 14th
August

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.