

# Attendance Manager - Conyers School

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**Join an exceptional team at Conyers** — a thriving, positive school where your work makes a real difference to our young people and the wider community. At Conyers, we focus on recognising effort, rewarding success, and nurturing perseverance.

We are seeking to appoint an experienced and committed Attendance Manager who will embrace an inclusive attitude to education, is looking for a new challenge and wants to be part of driving continued improvements in our school.

## **What we have:**

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

## **The successful candidates must have:**

- A calm, understanding and friendly personality.
- The ability to manage attendance and support students and their families
- A professional, nurturing and resilient approach.
- The willingness to work flexibly and constructively as part of a team, providing day to day support to the children and assisting with student behaviour as and if required in a supportive manner.
- The ability to establish good relationships with students, acting as a role model and responding to individual needs.

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

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**As outlined in the job description and person specification**, the purpose of this role is to lead and drive improvements in student attendance across Years 7–13, with a particular focus on reducing persistent and severe absence. The post holder will provide strategic oversight of attendance systems, lead targeted interventions for students identified as high risk, and ensure consistent and timely action across pastoral teams in line with statutory guidance. As a member of the safeguarding team, the role will actively promote a positive culture of attendance at Conyers, recognising attendance as a key factor in safeguarding, inclusion, and improving life chances for all students.

## **Core Duties and Responsibilities**

To implement and oversee the school's attendance processes in order to support sustained improvements in attendance across the whole school.

## **Why Work With Us? We value our staff and offer:**

- A digitally innovative iPads for Learning school with excellent facilities.
- A collaborative and supportive team ethos across the school.
- A strong focus on staff wellbeing, with events and activities throughout the year.
- Free annual flu vaccination voucher.

***Come and be part of something special. At Conyers, we develop independent, determined students who are confident, creative, and empathetic. Together, we make a positive difference.***

**Application Pack:** Visit [www.conyers.org.uk](http://www.conyers.org.uk) to download an application form. Please send completed applications to: [snicholson@conyers.org.uk](mailto:snicholson@conyers.org.uk)

**Contact:** Conyers School, Green Lane, Yarm, TS15 9ET | Tel: 01642 783253

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**Key Information:**

- **Closing Date:** Monday 02 March 2026 (12 noon)
  - **Interview Date:** Week Commencing 16 March 2026
  - **Start Date:** ASAP
  - **Salary:** Grade I SCP 19-23 (£27,269 – 29,954) Pending Job Evaluation
  - **Hours:** 37 Monday – Friday (Term Time Only + 2 Days)
  - **Contract:** Permanent
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**Additional Information:**

*The Trust is committed to safer recruitment practices, and all pre-employment checks will be completed before any appointment is confirmed. This post is subject to an enhanced DBS check. It is also exempt from the Rehabilitation of Offenders Act 1974. An online search will be conducted for all shortlisted candidates to identify any publicly available information that may be relevant to the recruitment process. Please note that **feedback will only be provided to shortlisted candidates.***