

Attendance Manager

37 hours per week Term Time plus Inset days
Grade 6 points 18 – 22 £32,578 - £34,811 per annum, pro rata
Actual Salary £27,990 - £29,908 per annum
Permanent – Start date: ASAP

Frome College has an exciting opening for an **Attendance Manager** to become part of our outstanding pastoral team. The right candidate will collaborate with students, families, colleagues, and external agencies overseeing the operational management of attendance throughout the college by ensuring attendance records are both accurate and compliant, coordinating appropriate interventions and promoting a culture of excellent attendance. Working 8:30am – 4:15pm Monday – Thursday and 8:30am – 5:00pm on Fridays.

The successful candidate will:

- Have excellent written and verbal communication skills.
- The ability to communicate confidently and sensitively in challenging situations.
- Organise and undertake welfare and home visits where appropriate. **Use of own vehicle and appropriate business insurance are essential.**
- The ability to work independently, use initiative and follow procedures consistently.
- Have good IT skills, including Google Workspace and Microsoft applications.
- Ability to work in a fast-moving environment
- Great sense of humour and a positive 'can do' attitude

We offer the successful candidate:

- opportunity to be part of a strong community and supportive workforce
- a calm and welcoming environment which enjoys a large amount of green, open spaces
- supportive induction programme and CPD opportunities
- free parking
- onsite catering and nursery
- salary sacrifice schemes including Cycle to Work and an Employee Assistance Freephone Helpline

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1300 students. It is a fast-moving College within the Midsomer Norton Schools Partnership. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Closing date: Midnight - Tuesday 20th October 2026

Visits to school are welcome, please contact the recruitment dept to book an appointment

Tel: **01373 465353** or Email: Recruitment@fromecollege.mnsp.org.uk

Please visit our website for details on how to apply: www.fromecollege.org/School/Vacancies/

This post requires a criminal background check via the Disclosure Procedure