

Engineering UTC Northern Lincolnshire
Carlton Street
Scunthorpe
DN15 6TA

Tel: 01724 878100

Attendance Officer and Principal's PA

Required for: ASAP

Permanent Contract – 37 hours per week, term time plus 10 days plus 5 training days

Salary Range: Grade 6 - SCP 9 - 17 £27,254 - £31,022 (Actual annual pro-rata salary: £24,644 - £28,051)

The Engineering UTC is looking to appoint an experienced, enthusiastic and flexible Attendance Officer and Principal's PA. The successful candidate will be responsible for: the administration of student attendance via BROMCOM, the production of attendance analysis reports, including persistent absence data and will utilise this data to carry out intervention as and when required. They will also work as PA to the Principal, managing her diary and preparing paperwork for meetings. It is essential that the person for this role is organised, flexible, able to multitask and has a 'can do' approach to work.

The UTC is a 13-19 school (PAN 600) in Scunthorpe town centre which is supported by an impressive list of local, regional, national and multi-national companies and by educationalists with a track record of success. Our students follow specialism pathways in either Engineering or Health Sciences. As well as providing students with high levels of technical skills these specialisms are the inspiration for underpinning learning in the main STEM subjects.

The UTC curriculum and ethos enables students to become confident and independent through active and experiential learning. We have a very friendly ethos, with positive relationships at the heart of our vision.

The UTC is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure

Completed application forms should be returned to our Business Manager, Mrs Jo Wilby - j.wilby@enlutc.co.uk

Closing Date: Monday 8th December 2025 at 9.00 am

Interview Date: Thursday 11th December 2025

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

Follow us on Facebook, Twitter and LinkedIn. Further details can be found on our website at www.enlutc.co.uk