



St George's Academy

**“Aiming high to achieve excellence for all”**

### **Attendance Officer**

**Salary:** NJC Scale 3/4, pts 5-11  
£21,200 to £23,320 per annum (actual based on 37 hours).  
**Hours:** Part / Full time to be considered  
22.5 to 37 hours per week, 39 weeks per year  
(Usual working hours are 8:00 to 4:00 with a finish of 3.30 one day per week, to be agreed dependent on Academy needs).  
**Contract Basis:** The post is offered on a permanent basis  
**Closing Date:** 9am on Wednesday 25 June 2025

We are seeking to appoint an enthusiastic Attendance Officer to lead on attendance management and monitoring systems within and across the school. Key priorities of the role will include the tracking of student attendance and co-ordination and implementation of strategies and support systems to facilitate improved attendance. Working with students, parents, staff and external multi agencies will form an integral part of the role.

You will be required to have experience of working in an educational and/or social care setting with young people. Current knowledge of legislation relating to school attendance would be an advantage.

The ideal candidate will also have a good level of ICT skills including knowledge of Microsoft Excel, Word, Power Point, mail merge and other ICT packages.

If you would like to join a very supportive team in an Academy of enthusiastic and friendly dedicated staff, then we would be delighted to hear from you.

St George's Academy is a large, successful, 11-18 mixed secondary school of 2,340 students (including 334 in the sixth form) with outstanding facilities in all areas. The Academy serves Sleaford, Ruskington and the surrounding Lincolnshire villages with our main campus in Sleaford and our smaller campus in the village of Ruskington.

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**Further details including the job description for the role and application forms are available from our website at [www.st-georges-academy.org](http://www.st-georges-academy.org). Please note that CVs are not acceptable.**

**Should you have any questions or wish to arrange an informal visit to the Academy, you can contact us by email to [jobs@st-georges-academy.org](mailto:jobs@st-georges-academy.org) or by calling 01529 301162. Informal visits are welcomed to all roles and can be offered outside of core school hours where this would be helpful.**

*St George's Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. Additional employment checks will also be carried out for all roles in accordance with "Keeping Children Safe in Education Statutory Guidance for Schools and Colleges".*