

Cranford Park CE Primary School

Attendance Officer

Closing date: 30/09/2026 at 12:00

Interview dates: Interviews will be arranged as suitable applications are received
We reserve the right to appoint before the closing date if suitable candidates are found.

Job Start Date: as soon as possible.

Contract/Hours: Fixed Term Contract, Part-time, Term time only

Salary Type: Support Staff

Salary Details: Grade B pro rata (£24,796 to £25,128 FTE)

Hours of Work: Fixed Term, 2 hours p.w. during the school day by mutual arrangement.

Location of Role: Yateley

Contact e-mail address: headteacher@cranfordpark.hants.sch.uk

Job/Person Summary

Cranford Park CE Primary School is a delightful one-form-entry school in Yateley – a “small school with a big heart” (Ofsted 2025), set in a spacious attractive environment. We are an inclusive, nurturing school looking for a positive, resilient individual to join our friendly team as an Attendance Officer, working directly with the headteacher to improve the attendance of our pupils. This is a fantastic opportunity to play a key role in supporting pupil attendance within a welcoming school environment.

The successful candidate will be required to work with families to improve the attendance of children throughout the primary age range. A trusting, positive relationship will be essential in ensuring the best progress so the successful candidate will need a warm, enthusiastic approach, while maintaining high expectations for improvement where necessary. You will need initiative and a creative approach to bespoke solutions for our different families. See role description for more details.

We are ideally looking for someone who:

- Has some experience of working with families as a front-line, public-sector worker. This would not need to be in education.
- Is organised, detail-oriented and confident working with data and systems, including record keeping.
- Has good problem-solving skills, creativity and initiative to take the role further.
- Has good communication and interpersonal skills, with the ability to handle confidential information with discretion
- Has resilience, is flexible, positive and not phased by difficult conversations.
- Is willing to go ‘over and above’ as part of the team.

We are highly committed to our staff and can offer you:

- A positive, friendly, and supportive team of colleagues within a happy and caring school.
- Children with ‘outstanding attitudes and behaviour’ (Ofsted 2025)
- Training in using the systems and processes required.
- Opportunities for Continued Professional Development.
- Freedom to use initiative and bring creativity to your role.

The Role:

- Use Arbor to monitor attendance patterns, including absences and lateness, identifying trends, concerns and successes.
- Work closely with children, staff, parents, and external agencies where required.
- Meet with families where attendance is a concern to discuss bespoke support.
- Contact target families weekly to discuss progress, celebrate success, identify issues and find solutions.
- Process formal paperwork in line with Hampshire procedures, including letters and penalty notices where families fail to engage.

Application Procedure

Please complete the Hampshire Support Staff Application form and return it, ideally via email, to: headteacher@cranfordpark.hants.sch.uk as soon as possible. Please note that we reserve the right to interview and appoint before the closing date if suitable applications are received

Safer Recruitment

Cranford Park CE Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.