

Attendance Officer

Grade 4 Points 7-10 £26,403 - £27,694 per annum, pro rata

Actual Salary - £22,684 - £23,794

37 hours Per week, Monday – Friday

Term Time plus inset days– Permanent

Start date: ASAP

We have an exciting opportunity for an Attendance Officer to join our dedicated team. The ideal candidate will play a crucial role in enhancing student attendance and punctuality throughout the school, ensuring that every student has the greatest opportunity to learn and succeed. As an Attendance Officer you will monitor attendance, follow attendance procedures, liaise with students and families, and work with pastoral and safeguarding staff to remove barriers to attendance. This role is 37 hours per week working Monday – Thursday 8:00am – 4:00pm and Fridays 8:30am – 3:30pm, term time plus inset days.

The successful candidate will have:

- Excellent administration and organisational skills
- Strong interpersonal and communication skills to engage and build positive working relationships with students, colleagues, and external links
- Good ICT skills and comfortable with the use of IT as an integral and essential tool
- Ability to work effectively as part of a team, with strong organisational and communication skills.
- 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 Sunday 23rd November 2025

An early application is encouraged as this advert may close early due to sufficient applications

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: <https://www.fromecollege.org/School/Vacancies/>

Applications should be completed in full and returned by email to: recruitment@fromecollege.mnsp.org.uk

This post requires a criminal background check via the Disclosure Procedure