



Hillcrest Early Years Academy

Heapham Road
Gainsborough
Lincolnshire
DN21 1SW
Tel: 01427 613483

Job vacancy:	Attendance Officer
Required:	23 rd February 2026
Scale Point:	G3.6 – 3.9 FTE (£24, 796 – £25,989)
Hours:	37 hours per week, term time only (Mon – Thurs: 8.00am – 4:00pm) (Friday: 8:00 – 3:30pm)
Contract type:	Full time, permanent

Hillcrest Early Years Academy is seeking a highly organised, proactive, and dedicated Attendance Officer to join our warm and supportive team. This is a key role within the academy, ensuring every child has the best possible opportunity to achieve through excellent attendance. We are looking for someone who thrives in a collaborative environment and enjoys being part of a positive and child-centred team.

About the Role

As our Attendance Officer, you will take the lead in promoting, monitoring, and improving pupil attendance across the academy. Working closely with families, staff, and external agencies, you will play a vital part in identifying barriers to attendance and supporting positive solutions. Alongside attendance responsibilities, the role includes general office administration, contributing to the smooth, efficient, and friendly operation of the academy office. You will work closely with colleagues across the school, supporting the team when needed and contributing to a positive and cooperative working environment.

Key Responsibilities

Attendance

- Monitor daily attendance and punctuality using academy systems.
- Make first-day absence calls and follow up on unexplained absences.
- Maintain accurate attendance records and produce reports as required.
- Work closely with families to support improved attendance and reduce persistent absence.
- Liaise with teaching staff, the Senior Leadership Team, and external agencies to address attendance concerns.
- Contribute to attendance initiatives and campaigns that encourage regular attendance.
- Collaborate with colleagues to ensure a consistent and team-focused approach to attendance procedures.

Office Administration

- Provide a professional, friendly, and welcoming front-of-house service for parents, pupils, and visitors.
- Carry out general administrative tasks such as filing, photocopying, data entry, and handling correspondence.
- Assist with maintaining pupil records and school documentation.
- Work effectively with office and teaching staff to support day-to-day school operations.
- Support wider administrative activities as needed, demonstrating flexibility and teamwork.

The Successful Candidate Will:

- Be a strong team player with a positive, collaborative approach.
- Build excellent working relationships with staff, families, and external partners.
- Be highly organised with strong attention to detail.
- Have excellent communication and interpersonal skills.

- Maintain confidentiality and professionalism at all times.
- Be confident using digital attendance and school management systems (training can be provided).
- Show a commitment to safeguarding and the wellbeing of our pupils.

What We Offer

- A warm, nurturing, and supportive academy environment where teamwork is valued.
- A dedicated staff team that works collaboratively to achieve the best outcomes for children.
- A commitment to nurturing staff wellbeing.
- Opportunities for professional development and training.
- The chance to make a meaningful difference to children's lives at their earliest stage of education.

We warmly welcome and encourage visits to our Academy before you apply. To arrange a visit, please contact our office on 01427 613483 or via enquiries@hillcrest.lincs.sch.uk.

If you wish to apply for the role, please visit: www.hillcrestearlyyearsacademy.co.uk to download the Application Form and Job Description.

Closing date is Monday 5th January and shortlisting will be completed on Tuesday 6th January.

Interviews to be held on Thursday 8th January 2026.

Hillcrest Early Years Academy is committed to safeguarding and the successful candidate will be subject to an enhanced DBS check.