

## Banovallum School Attendance Officer (Maternity Cover)

**If you have experience of monitoring and tracking school attendance this could be the job for you!**

### Key Responsibilities:

- Collect and analyse attendance data to enable identification and tracking of pupil attendance.
- Monitor and track whole school attendance and punctuality
- Co-ordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated.
- Liaise with parents/carers, including the investigation of absences
- Analyse and produce reports regarding attendance
- Produce weekly reports for the Headteacher and Governing Body and data required by the DfE.

### Benefits:

- A temporary part-time role to cover maternity leave of 30 hours per week for 39 weeks per year.
- Salary upon appointment Grade 4 Scale Point 9 £25,989 (actual £18,045)
- Access to wellbeing support, physio, counselling and GP services.
- Discounted gym membership.
- Excellent training opportunities to support career progression.
- Access to the Local Government/Pension Scheme.
- Access to Salary Sacrifice Schemes including Childcare Vouchers and Cycle to Work.
- Employment within a strong and progressive educational trust with firm family values.

### Join Us:

- View the Job Description
- Complete the Support Staff Application Form [www.horncastleeducationtrust.org](http://www.horncastleeducationtrust.org)
- Email it to [recruitment@horncastleeducationtrust.org](mailto:recruitment@horncastleeducationtrust.org) by 2<sup>nd</sup> June 2026.

***We believe that every student whatever their background has the right to flourish, to achieve and to succeed and everything undertaken by Horncastle Education Trust should have this ambition at its heart.***

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, medical, reference and online checks, and all pre-employment checks are in line with 'Keeping Children Safe in Education'.

We are committed to promoting equality, diversity and inclusion within our recruitment process.

Banovallum School  
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