



Student Attendance and Reporting Officer

Required immediately

30 hours per week - Tuesday to Friday: 7.30 am – 3.30 pm

Scale 5 - £20,082 - £21,039 (Actual term time salary)

We have a vacancy for a Student Attendance Officer to start working immediately.

You will provide a high-quality administration service for pupil attendance and the data team. You will have oversight of electronic registration and liaise with teaching staff to ensure systems are operational and effective in line with Department for Education and Essex County Council absence guidelines.

Further details of the post and the school along with application forms are available from the school website: www.davenantschool.co.uk. Letters of application, along with an application form, should be submitted to the Human resources team via Recruitment@davenant.org by the closing date 25 September 2026.

Davenport Foundation School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Davenport Foundation School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.