



Attendance Officer – Job Advert

37 hours per week

Monday -Thursday 8.30-4.30, Friday 8.00-3.30, Term Time

Salary: Kent Scheme C £25,252 FTE (£21,444 pro rata)

Great Chart Primary School, Ashford, TN23

Are you passionate about helping every child achieve their best? We are seeking a dedicated and proactive Attendance Officer to join our friendly team at Great Chart Primary School, a thriving primary school in a welcoming setting with 422 pupils.

About the Role:

As our Attendance Officer, you will play a vital role in supporting pupils to achieve excellent attendance. You'll work closely with staff, families, and external agencies to monitor, analyse, and improve attendance, ensuring all statutory responsibilities are met. You'll also lead on innovative strategies and reward schemes to celebrate and encourage excellent attendance across the school.

Key responsibilities include:

- Daily completion and monitoring of registers and absence records
- Managing the absence line and first-day calling, prioritising vulnerable pupils
- Communicating with parents and working collaboratively to address attendance concerns
- Coordinating a reward programme for improved attendance
- Analysing and reporting on attendance data for the senior leadership team
- Working with the Family Liaison Officer, SLT, and Kent attendance services
- Conducting home visits where necessary
- Keeping up to date with statutory attendance frameworks and advising stakeholders

The role will also include General Administration/Receptionist tasks within a busy school office

What We're Looking For:

- Organised, resilient, and able to handle confidential information
- Strong communication skills and the ability to build positive relationships
- Good IT skills, ideally with experience using Arbor or similar systems and using spreadsheets
- A commitment to promoting the highest standards of attendance and safeguarding

How to Apply:

Further details and application forms can be emailed or you can apply via KCC Website – www.kent-teach.com or the school's website - <https://www.great-chart.kent.sch.uk/about/vacancies/>

For more information, please contact Mrs Lucia Page, School Business Manager,
Great Chart Primary School, Hoxton Close, Singleton, Ashford, Kent TN23 5LB
e-mail: luciapage@great-chart.kent.sch.uk Telephone: (01233) 620040.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment and to share the vision and values of the school. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service, proof of identity will be required, clearance by Occupational Health of fitness to work and current and previous employers will be contacted for all applicants prior to short listing and interviews. For shortlisted candidates we will carry out online checks prior to interview.

Closing date – 9am Wednesday 18th March 2026

Interviews – 23rd and 24th March 2026

