



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Appointment of
Attendance Officer
September 2026



Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

We are looking to appoint a highly motivated and committed full-time member of staff to our Student Services Department as an Attendance Officer to work in collaboration with the Deputy Head (Pastoral) and the Pastoral Team to promote excellent attendance and punctuality across the school by monitoring, analysing and improving student attendance. The Attendance Officer will work closely with students, parents/carers, staff and external agencies to remove barriers to attendance and ensure compliance with statutory requirements.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher





An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2025, 50% of all subject grades were graded 7-9, with 25% graded 8-9. Additionally, 96% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 66% of all grades were A*-B, with 31% at A*-A. Notably, twenty seven students achieved at least three A grades or better. Moreover, 63% of students gained places at the UK's Top 30 universities, including 54% at Russell Group institutions, while seven students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy for over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS_1549](https://www.instagram.com/MGS_1549)

Job Description

Job Title: Attendance Officer
Hours: 37 hours per week/39 weeks per year
Start Date: 1 September 2026
Payscale : Kent Scheme E – £29,167 - £30,934 FTE
(Pro rata Salary £25,537 - £27,085)
Working Hours: 08:00 -16:30 Monday - Thursday
08:00 - 16:00 Friday (1 hour for lunch each day)

Reporting to: Deputy Head (Pastoral)

Purpose of the Job:

To work in collaboration with the Deputy Head (Pastoral) and the Pastoral Team to promote excellent attendance and punctuality across the school by monitoring, analysing and improving student attendance. The Attendance Officer will work closely with students, parents/carers, staff and external agencies to remove barriers to attendance and ensure compliance with statutory requirements.

Key Duties and Responsibilities:

- To lead on the promotion of high attendance at school
- Maintaining accurate attendance registers using the school MIS systems (currently SIMS system and Talaxy)
- Responsibility for monitoring patterns of absence and punctuality, identifying and responding to students at risk of or with persistent absence.
- Produce attendance reports for senior leaders and pastoral teams.
- Carry out first-day calling and follow up unexplained absences.
- Liaise and support Heads of House, the Pastoral Team, tutors, safeguarding, SEND teams as appropriate in supporting students who have lower than expected attendance.
- Liaise with external agencies and the local authority regarding persistent absence as required including completion of any referral administration
- Act as first point of contact for all attendance queries including those from parents/carers.
- Work with external agencies as required to support attendance improvement.
- Ensure compliance with DfE attendance regulations and statutory requirements.
- Prepare documentation for attendance-related processes where necessary attending meetings with parents, external agencies as required including any legal processes which may result
- Maintain accurate records ensuring GDPR compliance and confidentiality.
- Support attendance initiatives and proactively promote a culture of good attendance.
- Act as the staff link for Young Carers in the school, their families and Young Carer organisations including attendance at Young Carer meetings.
- Take a role in the process for allocating and reviewing the provision of 6th Form Bursary for disadvantaged students.
- Attend meetings, training and undertake additional duties as required.



In addition:

- To comply with all school policies and procedures including KCSIE, Data protection, Health and Safety and confidentiality, reporting any concerns to the DSL or Safeguarding Team
- Provide administrative support and advice to the DSL regarding all attendance related matters including the minuting of meetings
- Work with both students and parents in relation to attendance concerns.
- Maintain an excellent standard of record keeping: record and document all actions and communications etc using school systems in a timely manner
- Complete attendance data returns to Kent, Penalty Notice referrals, submission of part time timetables via Kelsi and all other statutory or required reports etc to ensure the school is compliant with national and local requirements.
- Attend Kent Best Practice Meetings; represent the school at local transport meetings.
- Keep up to date with training relevant to the role, including statutory safeguarding training
- Undertaking home visits to promote and support good attendance of students as required
- To provide support with the detention system when needed, including ensuring the regular issuing of sanctions for punctuality and attendance concerns as per school policy and procedures; printing of detention lists etc
- Attend and contribute to meetings including fortnightly 6th form attendance meetings and termly Cause For Concern (CFC) meetings.
- Carry out other tasks and duties as directed by the Deputy Head (Pastoral) or Headteacher.
- Support the DSL in ensuring the confidential management of safeguarding and child protection records at all times
- A genuine commitment to working with and helping the young people in our care and the ability to build a positive rapport with students, staff and parents.
- Excellent interpersonal and communication skills– both face to face, by telephone and in written communications.
- The ability to work well and positively within a team

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification:

Qualifications and Training

Essential

- Good literacy and numeracy skills, ideally educated to GCSE grade C+/4+ or beyond in both English and Mathematics

Desirable

- Good level of education
- Relevant administrative or pastoral training

Experience

Essential

- Strong administrative experience
- High levels of accuracy and attention to detail when handling data
- Experience handling confidential information
- Experience of working to tight deadlines and prioritizing workload effectively

Desirable

- Experience with MIS systems (eg SIMS) or a willingness to learn
- Previous experience of working in an attendance or school environment

Skills & Competencies

Essential

- Excellent organisational and time management skills
- An understanding of the importance of school attendance
- Ability to handle data to ensure accuracy (including via MS Office Excel) sensitively and to maintain confidentiality
- Ability to work independently or as part of a team
- Ability to analyse data and to identify trends
- Have a calm and professional approach
- Have excellent IT skills

Desirable

- Knowledge of attendance legislation and guidance from the Department of Education
- Understanding of potential barriers to attendance (eg SEND, mental health or socio-economic)
- A knowledge, understanding and experience of working with a range of agencies, child protection and safeguarding

Personal Qualities

Essential

- Professional, resilient and approachable demeanor
- Reliable, flexible and positive attitude
- Confidential and have integrity
- Calm and discreet
- Solution focused
- Commitment to Student Welfare, Safeguarding and Equality



Application Process

Apply via our online application form: <https://forms.office.com/e/La0TBdpcET>

The closing date for applications is: **Midday on Monday 8 June 2026 with interviews w/c 15 June 2026.**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- A tour of the School.
- An interview with the Deputy Headteacher and School Business Manager.
- An in-tray exercise.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail lmantle@mgs.kent.sch.uk if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



Maidstone Grammar School, Barton Road, Maidstone, ME15 7BT
T: +44(0)1622752101 | E: school@mgs.kent.sch.uk | W: www.mgs.kent.sch.uk
Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

