



**Attendance Officer – Permanent Contract  
Term Time Only – Part Time – 25 hrs per week  
SO1 Scale points 23 to 25  
Actual Salary £16,630 to £17,590**

**High Expectations, Caring, Positive Attitudes and Successful**

**‘This school lives out its motto that ‘Impossible is Nothing’. Pupils are nurtured from the moment they step into this school community. Leaders are passionate about raising aspirations for the pupils in their care.’ Ofsted 2021**

An exciting opportunity has arisen to join our team as an Attendance Officer. We are seeking a dedicated individual who shares the drive and ambition to ensure our families and children attend school every day.

This rewarding role encompasses day-to-day responsibilities for improving the school’s attendance and punctuality, working alongside our excellent pastoral support team.

Our last inspection highlighted that we have a clear vision of what children at Hunslet Carr need to be well prepared for secondary school. We are looking for someone to join our team to ensure that children are in school every day, giving them the best chance of success when they grow up.

For some of our families, arriving at school on time every day is not always easy, which is why this role is so rewarding. With your support and encouragement, you will have the chance to make a real difference in children’s lives.

You will be joining a happy, motivated, and established pastoral team that works together to remove any barriers to children’s future success.

**Our new Attendance Officer will be someone who:**

- Is positive, resilient, and an excellent communicator
- Is proactive, organised, and able to work within our friendly team
- Is friendly, efficient and approachable to parents, carers, children and staff
- Knows when to challenge and when to support families who are struggling

**In return, we can offer:**

- A chance to join a school where children are at the heart of all we do
- A dedicated and friendly staff team with supportive Governors
- Polite and happy children who enjoy coming to school
- A good school at our most recent OFSTED
- A school that actively values your work/life balance and wellbeing
- A school that values your training and personal development.

We welcome interest from current Attendance Officers seeking to advance their careers in a larger school or those looking to return after a career break. We are also happy to consider applications from candidates with the right skill set who may not have worked as an Attendance Officer before.

The closing date for all applications will be on **Monday, 23<sup>rd</sup> February 2026**

Shortlisting will take place on **Monday, 23<sup>rd</sup> February 2026**

Interviews will take place on **Thursday, 26<sup>th</sup> February 2026**

Tours of the school are available. Please call the school and ask to speak to Lucy Procter.

Appointments are made subject to references and a clear DBS disclosure. [Hunslet Carr is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment. We promote diversity and a workforce that reflects Leeds's population.](#)