



# Attendance Officer

To start as soon as possible

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

Recruitment Pack

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Dear applicant,

Allow me to extend a warm welcome from all governors, staff and children of Hunslet Carr Primary School.

With around 360 pupils on our roll, we are a large primary school based in South Leeds. Over many years, through the dedication of teachers and staff, we have developed an ethos in which every one of our children matters and is inspired to fulfil their potential.

The office blocks of Leeds are visible from our classrooms, and we believe that children from Hunslet Carr Primary School should be able to grow up and succeed in their own city. We want our children to aspire to be the professionals who work in our city every day, and to provide them with experiences that strengthen their self-belief.

The key to ensuring our children succeed both in school and in the future is a caring, stimulating, and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow into happy, caring members of the community.

The community we serve has changed significantly in recent years, as reflected in the diverse cultures and backgrounds our children represent. This diversity produces a rewarding set of challenges that make our school almost unique in the local area.

Visitors often comment that our school has a warm, inviting atmosphere. Our children display excellent behaviour in the classroom, enabling them to maximise their learning

Our most recent Ofsted Inspection captured where we are as a school and highlighted how we live out our motto "impossible is nothing" every day and in everything we do.

The proportion of our children eligible for pupil premium is well above average, and our creative teachers continue to develop forward-thinking ideas, ensuring our children receive the highest standard of education.

This hard work has led to improved results at the end of Key Stage, and our challenge is to maintain and further improve them so that more of our children enter Secondary school with the skills needed to succeed.

Everyone associated with Hunslet Carr is extremely proud of what we achieve every day with our children, and I hope you will take the time to visit our school and experience for yourself the warm, welcoming atmosphere we have developed.

Good luck with your application.

Martin Lumb  
Headteacher

## **About Hunslet Carr Primary School**

Hunslet Carr is a large city primary school with 360 children on roll. The original school buildings date from 1875 and were refurbished and remodelled in 1993. We have tried to keep the character and beauty of the traditional structure while modernising the classroom environments.

We serve an area of social deprivation, with 53% of pupils eligible for free school meals and 70% receiving Pupil Premium.

Teachers are committed to providing the highest-quality education possible. The curriculum provides pupils with many interesting opportunities to learn and encourages them to think carefully about their own lives and those of others. Children behave well, show enthusiasm for learning, and take pride in what they achieve. Pupils attend regularly because they enjoy school and feel well cared for by staff.

The school pays close attention to pupils' personal development, so they grow into independent, sensible, and responsible young people. At the heart of the school is a strong desire to do the very best for all pupils. Leaders, managers, and governors are constantly looking for ways to improve achievement and teaching. Consequently, the school is continually improving.

The school enjoys support from parents and the local community as well as the governors, who are very supportive of the schools effort in raising achievement and maintaining a good standard of behaviour.

Please feel free to view the following links for more information:

<http://hunsletcarr.co.uk/>

<http://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/107950>

## **Application Process**

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**

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.

Completed applications must be returned to Lucy Procter, ideally by email to [lucy.procter@hunsletcarr.co.uk](mailto:lucy.procter@hunsletcarr.co.uk)

**If you think you're the person for the job, please complete the application form and send it to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us by the closing date, please assume your application was unsuccessful.

## **Queries**

Visits are warmly welcome. Please contact the school on 0113 2713804 and ask to speak to Lucy Procter, School Business Manager.

## JOB DESCRIPTION

### Hunslet Carr Primary School

Post Title	Grade	Post Ref
Attendance Officer	SO1 Pt 23-25	Att Off

### Post(s) to which directly responsible

Headteacher and SLT Attendance Champion

### Post(s) for which directly responsible

None

### Purpose of job

- To be responsible for supporting, monitoring attendance throughout the school to agreed annual targets, and meeting all statutory and legal requirements

### Duties and Responsibilities

- To produce reports and statistics for the school's leadership team and governing body
- To be responsible for the improvement of attendance throughout the school and to meet or exceed the school attendance annual targets
- To be responsible for the electronic Attendance System – monitoring and identifying truancy and absence to identify trends and to intervene appropriately
- To act as first line of contact to parents in relation to attendance and truancy. Telephoning parents to discuss absence in a sensitive but firm manner and building positive relationships with parents and developing strategies to improve attendance
- In consultation with senior leaders recommend action to be taken, and develop strategies to combat unauthorised and authorised absences
- To interview students and parents to discuss pupil attendance and agree ways forward
- To provide attendance information for end of year pupil school reports
- To conduct late sweeps and truancy visits as necessary or as instructed by senior leaders
- Manage the process where legal action may be necessary
- Make referrals to other agencies, where appropriate
- Word processing of school documentation as requested
- To undertake photocopying, filing and general office duties
- To take part in the school Performance Management process
- To carry out all activities in line with the school's policies for Health and Safety, Safeguarding and Child Protection and Equal Opportunities

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

### **Relationships**

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

### **Physical Conditions**

Hunslet Carr Primary School has access by stairs and lift and is accessible by disabled persons to the ground floor.

Appointments are made subject to an enhanced Disclosure and Barring Service (DBS) disclosure.

Hunslet Carr Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.

We promote diversity and want a workforce that reflects the population of Leeds.

The school operates a non-smoking policy.

### **Economic conditions**

Grade: SO1 Scale Points 23 – 25 Pro-Rata  
25 hours a week - Term Time Only

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document 1998 School Standards and Framework Act, the required standards for Q Teacher Status and other current legislation.

The post is permanent.

### **Prospects**

#### **Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

#### **Training**

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

**QUALIFICATIONS**

GCSE English and Maths grade C or above – Essential

**Job Description Prepared /  
Reviewed by:**

Martin Lumb

**Date:** 11/09/2017

**Job Description Approved by:**

Jon Hairsine

**Date:** 11/09/2025

This job description was reviewed as part of whole school review in Sept 25' and it was explained to me how my role in the school helps the school meet its vision of having children who are and have:

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

**Signed**

**Headteacher :**

**Date:**

**Signed**

**Post holder:**

**Date:**

## Attendance Officer

Hunslet Carr Primary School

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge and Experience	<ul style="list-style-type: none"> <li>▪ A basic knowledge of the work of a school</li> <li>▪ Experience of undertaking a range of clerical duties</li> <li>▪ Experience of, or willingness to learn, a range of computer applications</li> <li>▪ Basic knowledge of school attendance systems and processes</li> </ul>	Previous experience of attendance work	<ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ Interview</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>▪ Ability to work in an organised and methodical manner</li> <li>▪ Ability to convey information clearly and accurately</li> <li>▪ Ability to maintain efficient record keeping systems</li> <li>▪ Ability to produce accurate and up-to-date records and reports as required</li> <li>▪ Ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents etc</li> <li>▪ Ability to take personal responsibility for organising day to day targets</li> <li>▪ Ability to demonstrate basic keyboard skills for accurate computer input and retrieval</li> <li>▪ Ability to work effectively as part of a team</li> <li>▪ Ability to work in a discreet and sensitive manner</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate commitment to Equal Opportunities</li> <li>▪ Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ Interview</li> </ul>