



## Attendance Officer

*Attendance is the most important thing we do – if students are not in school, they cannot benefit from the great opportunities Jack Hunt provides.*

We are proud that attendance levels at Jack Hunt Academy are consistently above average. We require an Attendance Officer to work as part of our high performing Attendance Team.

The successful candidate will work with specific year groups, to support students and families to overcome barriers to attendance. They will have a high regard for confidentiality, an ability to show initiative, and be able to demonstrate a high level of accuracy and attention to detail in their work.

This appointment is for 37 hours per week, Term Time plus 1 week.

### Working Hours:

This appointment is for 37 hours per week, Term Time plus 1 week.

Monday – Thursday 8.15 – 4.15

Friday 8.15 – 3.45

### Salary:

Salary is paid at Grade 6, NJC SCP points 7 - 12, actual salary is £22,614 - £24,495 per annum (FTE £26,402 to £28,597).

### Benefits:

- Employer Pension contribution of 22% meaning we will save together for your retirement.
- Life Assurance
- Occupational Sick pay protecting you and your family.
- Over 250 employee exclusive benefits through our partners Perkbox.
- Employee Assistance Programme available 24/7
- On-site flu vaccinations every Autumn
- Free on-site car parking
- On-site nursery

For more information, please contact [recruitment@jha.keystrust.org](mailto:recruitment@jha.keystrust.org)

*The Governing Body of Jack Hunt Academy is committed to safeguarding and promoting the welfare of children and young people.*

**Closing date: 27 April 2026 9.00am**

Applications will be reviewed as they are received, and suitable candidates invited for interview. We reserve the right to withdraw this advert should a suitable candidate be appointed.