
Sir Herbert Leon Academy

Lift Sir Herbert Leon Academy

recruitment@liftschools.org

Attendance Officer

Scale 7 SCP 23–29 £34,434.00 - £39,862.00, Actual Salary: £29,485.80 - £34,133.79 +
Wellbeing Cash Plan + Car Scheme + Pension Scheme LGPS + Additional Benefits

Fixed Term

Start date: 10/05/2026

About our School:

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

Lift Schools are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our people and volunteers to share this commitment. We adopt a fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Lift Schools embraces diversity and promotes equality of opportunity. Job share, part-time and flexible working opportunities will be considered.

We are a Disability Confident Employer and there is a guaranteed interview scheme for candidates with disabilities who meet the minimum selection criteria.

About the Role:

Salary: Scale 7 SCP 23–29 £34,434.00 - £39,862.00, Actual Salary: £29,485.80 - £34,133.79 +
Wellbeing Cash Plan + Car Scheme + Pension Scheme LGPS + Additional Benefits

Hours: 37 hours per week, term time + Inset days

Contract: Fixed term until August 2027

Start date: As soon as possible

Are you passionate about supporting young people to succeed every day?

As Attendance Officer, you will play a vital part in tracking, monitoring and improving attendance across the school. You will work closely with students, families, staff and external agencies to

remove barriers to attendance and promote a culture where every child is in school, every day.

You're someone who will be able to:

Promote and maintain high expectations of attendance and punctuality across the school

Accurately track and analyse attendance data to identify trends and inform interventions

Work proactively with students and families to overcome barriers to attendance

Build strong, professional relationships with parents, carers and external agencies

Communicate clearly and sensitively with a wide range of stakeholders

Manage competing priorities and work effectively under pressure

Maintain confidentiality and uphold safeguarding responsibilities at all times

Looking to make a difference every day?

Join our team and play a crucial role in ensuring students are present, engaged and ready to learn.

Your work will directly impact the outcomes, well-being, and life chances of our young people.

We warmly encourage prospective candidates to visit the school to experience our community first-hand. If you would like to arrange a visit, please contact Mev Hussain, Talent Acquisition Partner at Lift Schools, at mhussain@liftschools.org.

Closing date: 20th April 2026

Please visit the link to read the job advert in full and access a downloadable pdf of the job description.

Closing date for applications: 20/04/2026

Alternatively, you can apply here: <https://tinyurl.com/4buvnucn>