



Dream big. Love God. Live well.

**Bishop King CE Primary School**  
Kingsway  
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[www.bishopking.org.uk](http://www.bishopking.org.uk)

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## **Part Time Attendance Support Officer**

Salary G3 (6 – 9 Range) - £24,796 - £25,989 FTE . Actual - £7,472.30 Approx. Pro rata

13 hours per week (2 days 9am – 4pm) Term Time Only (39 weeks per year). Subject to six-month probationary period.

Bishop King Primary School are looking to recruit an Attendance Support Officer to join our primary school.

### **Key duties and responsibilities:**

- To liaise with parents in regard to absence, to organise termly attendance panels, collate relevant data and arrange invites. Clerk for the panel.
- To compile documents for legal reports within a time scale for court action
- Liaise with other schools for the transfer of records and information regarding siblings attendance
- Arrange all correspondence to parents on various matters of attendance and be able to manage to keep an accurate spreadsheet of absences
- To be able to use Integris or similar system and be able to draw off reports from the system quickly
- Understand the correlation between poor attendance and safeguarding.
- Be able to arrange high numbers of letters going out in regard to non-attendance for example, whole school.
- Be able to recognise the barriers to attending school and be open and prepared to suggest support.

The successful candidate will have excellent interpersonal skills, be able to work on their own initiative with minimum supervision and work under pressure, be flexible when necessary and adhere to tight deadlines. We have wonderful children and highly committed staff who strive to make ours a friendly and welcoming school.

Previous school experience is welcome but not essential.

**Bishop King CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, including online checks. Therefore, all posts within the school are subject to an enhanced Disclosure and Barring Service check and satisfactory references.**

To obtain an application pack, please visit our website [www.bishopking.org.uk](http://www.bishopking.org.uk) or contact Allyson Whittleton on 01522 880094 or by email: [allyson.whittleton@bishopking.lincs.sch.uk](mailto:allyson.whittleton@bishopking.lincs.sch.uk)

Visits to the school are welcomed. Should you wish to look around the school please call 01522 880094

Closing date 12<sup>th</sup> July 2026. Interviews week commencing 13<sup>th</sup> July 2026 or 20<sup>th</sup> July 2026.