
Attendance Officer

Contract: Fixed-Term (1 Year); Term time + Inset Days

Hours: 37 per week, Monday-Friday

Salary: Grade 6, Point 8-13: £23,027-£24,950

Location: Aylesbury UTC, Buckinghamshire

Closing Date: Friday 16th January 2026 at 10:00am

Aylesbury UTC is a dynamic and progressive University Technical College located in the heart of Aylesbury. We specialise in **Digital Technologies** and **Health & Social Care**, offering students aged 14–19 a unique blend of academic learning and hands-on experience. Our partnerships with industry leaders such as **Cisco**, **Buckinghamshire NHS Trust**, and **Buckinghamshire New University** ensure our students gain real-world skills and career-ready qualifications. From September 2026, we will expand our curriculum to include **Creative Digital Media, Film, TV, and Content Creation**, reflecting our commitment to innovation and growth.

As a **School Attendance Support Officer**, you will play a vital role in promoting excellent attendance across the school. Guided by the Department for Education's *Working Together to Improve School Attendance*, you will lead **Targeted Support Meetings** each term, working collaboratively with students, families, and staff to identify and overcome barriers to attendance.

Key Responsibilities

- Analysing attendance data and trends in regular meetings with school staff.
- Assisting in promoting high levels of attendance and punctuality by students and to maintain records, both manual and electronic, relating to these areas.
- Liaising with students, parents/carers, colleagues and other professionals in relation to student attendance and punctuality.
- Completing and providing information and statistics regarding student attendance and punctuality as required by the school, Trust, local authority (LA) and DfE
- Initiating appropriate sanctions in liaison with relevant colleagues and other professionals.
- Providing wider administrative support to the UTC during quieter periods.

About You

We are seeking a committed and proactive individual who:

- Has excellent communication skills, both written and verbal.
- Is resilient, outcome-focused, and confident in challenging when needed.
- Thrives in a collaborative, multi-agency environment.
- Is passionate about making a positive impact on young people's lives.

Job specification

Operational

- establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- offer support to members of staff as appropriate in carrying out home visits to students causing concern in terms of attendance and punctuality, providing parents/carers with necessary information and making appropriate referrals.
- participate in school and local initiatives regarding matters of attendance.
- provide administrative support to staff in the application of appropriate sanctions in liaison with colleagues and other professionals.
- provide support to colleagues in attending meetings held with parents/carers and other professionals in relation to attendance and punctuality issues and to take notes and to provide follow-up administration.
- working with the line manager, liaise with outside agencies, parents/carers, social workers, other schools and organisations in relation to information and attendance of suspended students, and attend to queries as required.
- maintain and monitor the student attendance registration system on a daily and weekly basis, ensuring that registers are up-to-date and reporting any problems to her/his line manager and the ICT technicians.
- record late arriving students; and deal with queries making appropriate referrals and contacting parents/carers as necessary.
- follow up student absences and lateness by telephone or other means, on a daily basis with guidance from colleagues as appropriate, and escalating when appropriate.
- receive visitors/callers to the school, for example, parents/carers, professionals from outside agencies, deal with enquiries as required, observing security requirements and maintaining confidentiality.
- report any welfare and/or child protection concerns in accordance with school policies.

Administrative

- ensure that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.

- process, input and extract data held on the student information system and student attendance registration system, including accessing and producing reports, inputting details from manual registers, and printing out the daily absence list and individual student registers.
- prepare information, statistics and reports as required by her/his line manager, the headteacher and the governing board.
- maintain records and filing systems including student files.
- deal with correspondence promptly and as required.

General

- attend parents' evenings and open days/evenings as required.
- participate in school emergencies as required, including evacuation procedures, through the provision of attendance data, locating students and relevant staff, contacting emergency services, and completing necessary documentation.
- attend relevant meetings and training sessions.
- keep up-to-date with developments and changes in relevant legislation and guidance, and communicate appropriate information to colleagues.

ATTENDANCE OFFICER: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE grade 4 or equivalent, in English and mathematics. • Strong administrative experience. 	<ul style="list-style-type: none"> • Experience of working in a school or similar establishment. • Experience of working with children/young people. 	Application form Letter of application References Interviews Certificate(s) (to be available at interview)
Knowledge and skills		
<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Good standard of numeracy and literacy skills. • Excellent IT Skills 	<ul style="list-style-type: none"> • Experience in the use of SIMS or other management information system. • Working knowledge of relevant policies, procedures, codes of practice, and 	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, parents/carers, colleagues and external agencies. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to absorb and understand a wide range of information and deal with confidential issues appropriately. 	<p>awareness of relevant legislation.</p>	
<p>Personal qualities</p>		
<ul style="list-style-type: none"> • Able to follow direction and work in collaboration with the line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Desire to enhance and develop skills and knowledge through CPD. • Recognition of the importance of personal responsibility for health and safety. • Willingness to provide the best possible opportunities for all pupils • Organised, proactive and self-motivated • Good time management skills 		<p>Application form Letter of application References Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none"> • Commitment to upholding and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to maintain confidentiality at all times • Committed to safeguarding, equality, diversity and inclusion 		

Additional Information

- This is a **fixed-term role for one year**, with the **potential to become permanent** as our school continues to grow.
- The successful candidate **must hold or be able to obtain a clear Enhanced DBS check**.
- Due to the nature of the role, you may occasionally be asked to support other aspects of school administration.

Ready to Apply?

We'd love to hear from you!

- Further details and an application form are available on our website: <https://aylesburyutc.co.uk/about/team/vacancies/>
- For enquiries or to arrange a visit, please contact: reception@aylesburyutc.co.uk
- Completed applications should be sent to: recruit@MTOAT.co.uk