Queen's Avenue, Dorchester, Dorset DT1 2HS - Phone: 01305 265651
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Attendance Officer

Permanent

37 hours per week, Term Time only.

Grade 7, scp8 - £27,709 pro-rata.

Required: As soon as possible.

At Dorchester Middle School, we believe excellent attendance is fundamental to student success. We are seeking an enthusiastic, proactive and organised attendance officer to join our dedicated support team and play a key role in promoting high levels of attendance and punctuality across the school.

This is an excellent opportunity for an individual who enjoys working with young people and families, has strong administrative and communication skills, and is committed to supporting pupils to achieve their full potential through regular school attendance.

Key aspects of the role:

- Monitor and maintain accurate attendance and punctuality records using school management systems.
- Follow up student absences and lateness with parents/carers and ensure all absences are appropriately recorded.
- Identify and implement intervention strategies to improve attendance and punctuality.
- Undertake home visits and attend meetings with parents/carers and external agencies where appropriate.
- Produce and analyse attendance reports and statistical returns.
- Work closely with school staff, families, the Local Authority and external agencies.
- Promote and safeguard the welfare of children and young people.

The successful applicant will:

- Have a good standard of education with strong literacy and report-writing skills.
- Possess strong IT skills including Microsoft Word and Excel.
- Have experience working with young people and families, ideally within education.
- Have knowledge of attendance regulations and barriers to school attendance.
- Demonstrate excellent organisational, administrative and communication skills.
- Be able to work independently and as part of a team.
- Be committed to safeguarding, inclusion and improving outcomes for all pupils.

Dorchester Middle School is part of the Wessex Multi-Academy Trust, working collaboratively with local schools to provide high-quality education and support for all pupils.

Closing Date: Sunday 15th November 2026
Interview Date: TBC

For more information, please contact Kelly Leeming on 01305 265651.

Dorchester Middle School and Wessex Multi-Academy Trust values the diversity of our workforce and welcomes applications from all sectors of the community.

Dorchester Middle School and Wessex Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check in line the Governments safer recruitment guidelines.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

This post This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide. Keeping Children Safe in Education.

Dorchester Middle School and Wessex Multi-Academy Trust will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

The salary quoted is the annual salary for the position at the time of advert. The salary will be paid in equal monthly instalments and will be adjusted at the start of employment and again if leaving part way through the school year to ensure the correct salary is received for the work completed in an academic year.