

# THE HOLT SCHOOL

Holt Lane

Wokingham

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[www.holtschool.co.uk](http://www.holtschool.co.uk)

## Attendance Officer

**Start date: September 2025**

**28 hours 45 minutes per week: Monday to Friday**  
**Hours of work 8.30am - 2.15pm, term time only, plus 2 inset days**

**Rate of pay: Grade 4 Scale Point 7-11**

**£13.26 - £14.13 per hour**

**Actual Salary £16,759 per annum**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school which converted to academy status in July 2011.

The Holt School wish to recruit an Attendance Officer who, under the guidance of the Assistant Headteacher will be responsible for improving school attendance and reducing student absence. This will include family liaison/support. The applicant must hold a full driving license and be willing to carry out home visits. The applicant will be responsible for monitoring daily attendance and acting upon reasons for absence.

The successful candidate needs to demonstrate excellent communication, organisational and administrative skills. The ability to work in a team and use their initiative as well as a good knowledge of Microsoft Word, Excel and Outlook is essential. Knowledge of the SIMS programme would also be beneficial but training can be given. The successful candidate will also be trained as a first aider at work.

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, graded as Outstanding in the Ofsted inspection of March 2023. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Kay Maynard (Student Support manager) for more information about this post and would be warmly welcomed to come for a visit to see us in action.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

**Closing date: 9am, Thursday, 26<sup>th</sup> June 2025**

**We reserve the right to assess and interview on receipt of application.**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b>	Attendance Officer	<b>Reviewed:</b>	October 2022
<b>Reports to:</b>	Student Support Manager	<b>Hours of work/FTE</b>	8.30am-2.15pm
<b>Grade/Pay Scale:</b>	4	<b>Work Pattern</b>	Monday-Friday, Term Time, plus 2 Inset Days
<b>Employment Status</b>	Permanent		

## To be line managed by: Student Support Manager

At The Holt School this will involve:

1. Promote and support high levels of attendance in line with school targets
2. Keeping accurate attendance records in Lesson Monitor by:
  - a. Entering absence information from the absence line and HoltAdmin email address
  - b. Entering lates and absences from the signing in/out book
  - c. Updating SIMS with exclusions, trips, examinations and absence notes
  - d. Updating SIMS with attendance data for students educated elsewhere
  - e. Ensuring registers are taken by monitoring the missing registers reports and following up with staff accordingly
  - f. Sending texts home to parents of students late to registration
3. Contact Parents using Intouch system on 1<sup>st</sup> day of absence in accordance with the schools attendance policy
4. Assist in the development of relationships between the school and parents. This will involve meeting with parents and students to discuss supportive attendance plans.
5. Complete home visits with the purpose of promoting good school attendance.
6. Generating absence letters to parents in accordance with the schools attendance policy
7. Producing reports to identify students with poor attendance, unexplained absences, broken weeks and other information as required by the Assistant Headteacher or governors.
8. Refer penalty notices, to Assistant Headteacher, under their guidance.
9. Liaise with alternative provision providers to monitor student attendance.
10. To make contact with parents regarding absence, as requested by Heads of Year and identify problem areas.
11. To attend termly meetings with EWO and Heads of Year.
12. To support the student support team with the administration of first aid if required.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteacher

<b>Person Specification: Attendance Officer</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Professional Experience in a suitable role		✓
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
Excellent IT skills - extensive knowledge of Word, Excel, Powerpoint, Publisher and Outlook	✓	
Previous experience working with data		✓

<b>Skills</b>		
Patient, calm and able to work under pressure	✓	
High level of organisational skills – identify and solve problems	✓	
Efficient administrator – to know when to take the initiative	✓	
Flexible and adaptable – within departmental protocols/procedures	✓	
Good communication skills – orally and written	✓	

<b>Personal Qualities:</b>		
Discrete and confidential	✓	
Excellent relationships with students and colleagues	✓	
Resilient – Able to deal with difficult situations	✓	
Ability to display and understanding of social/welfare issues as they effect students, families and schools	✓	

<b>Committed to:</b>		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
CPSD (continuing professional self-development)		✓