

## **Attendance Officer**

**Permanent contract**

**Required as soon as possible**

**Scale 4 Point 8 - 11**

**Starting salary: £23,728 (actual per annum)**

**Hours of work: 37 hours per week / 39 weeks per year (term time + 5 PD days)**

**Working days: Monday to Thursday 8:00am - 4:00pm (30 min unpaid break)**

**Friday 8:00am - 3:30pm (30 min unpaid break)**

### **Resilience, Excellence, Respect**

Colchester Academy is a thriving secondary school, looking to appoint an Attendance Officer to monitor and manage the Academy's attendance.

A clean driving licence and your own vehicle are required as part of the role.

Colchester Academy is a secondary school located in the heart of Colchester, Essex, and is graded 'GOOD' by OFSTED (2018 and 2023). Part of a local Academy Chain, Penrose Learning Trust, this is an incredibly exciting time for us to appoint someone who is hard working, has high levels of integrity and passionately believes in the power of education to change lives.

We offer a positive and supportive workplace where staff go the extra mile, for students and for each other. A place where we provide excellent opportunities for career progression and advancement, and where the culture is one of equity and fairness built on relationships developed out of mutual trust and respect.

This role provides excellent opportunities for career progression and advancement. Colchester Academy is committed to Continuing Professional Development (CPD) and training, and the culture is one of equality and fairness built on relationships developed out of mutual trust and respect.

For further information about the role, a job description and how to apply please visit <https://www.colchesteracademy.org.uk/Vacancies/>

To apply for this position an application form must be completed in full. Please also enclose a covering letter outlining your suitability for the post and the skills you will bring to the post.

If you have any questions or would like to visit the Academy, please contact Mrs Ainger on 01206 878878.

**Closing date: 09.00am Monday 12 October 2026**

**Interview date: TBC**

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS check.***

***Colchester Academy is an Equal Opportunities Employer***