



Alsager School

Required ASAP:

ATTENDANCE OFFICER

(Responsible to the Assistant Head/DSL)

We are seeking to appoint an experienced and enthusiastic Attendance Officer to lead and manage all aspects of attendance monitoring and reporting for pupils in Years 7-11. The right candidate will be committed to further raising school attendance, working with children, parents and careers, as well as school staff and colleagues from the local authority.

The successful candidate will have a good standard of general education and be highly competent in the use of MS Office Applications with the ability to analyse data and produce reports. The role requires someone highly organised, with excellent attention to detail and the ability to prioritise. They will have strong interpersonal skills and the ability to communicate effectively with assertiveness and empathy, to a variety of stakeholders. Knowledge of TALAXY/SIMS packages would be desirable, but not essential, as training will be provided.

Hours: 37 hours; 39 weeks [term time + 1 week]

Grade 6: SCP 12 - 17 £24,675 - £27,372 p.a. (actual salary)

[Whole year equivalent £28,598 - £31,022]

Closing date: 12 noon Friday, 9th January 2026

Full details and an application form can be downloaded from our website:

www.alsagerschool.org or contact us on 01270 871100

The appointment is subject to satisfactory pre-employment checks, including an enhanced DBS disclosure.

Alsager School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Alsager School, Hassall Road, Alsager, Cheshire ST7 2HR

Telephone: 01270 871 100 • Email: admin@alsagerschool.org • Web: www.alsagerschool.org

Headteacher: Mrs A O'Neill



The Cornovii Trust
CEO: Mr R Middlebrook

The Cornovii Trust is a charity and a company limited by guarantee, registered in England and Wales with company number 8597784 and having its registered office at Hassall Road, Alsager, Cheshire ST7 2HR