



**Park Community School, Middle Park Way, Havant, PO9 4BU**

## **Attendance Officer**

Salary scale D - £27,780 to £30,564 (Full Time Equivalent)

(Actual pro rata salary £24,371.64 at D1)

37 hours per week, 40 weeks per annum (term-time only)

Fixed term initially to 31 December 2026

We are looking to appoint an Attendance Officer with excellent communication and organisational skills to support all students in achieving optimum attendance and good punctuality. An ability to work effectively with students, their parents and other agencies is essential. You will have a vital role to play in developing student routines around attendance and punctuality, readying students for the future and the world of work, as well as establishing parental support to improve attendance.

Your responsibilities will include:

- Monitoring all student attendance, ensuring school attendance policy is followed for all students with attendance concerns
- Keeping and maintaining accurate documentation
- Preparing paperwork for and issuing fixed penalties and for parents referred to court
- Issuing paperwork for students to be discussed at Attendance Legal Panels, and attending such panels where necessary
- Attending court where necessary
- Arranging and chairing multi-agency meetings and parent meetings
- Home visits when appropriate
- Picking up and bringing students into school when appropriate.

We offer a fantastic working environment, where staff well-being is truly valued. We believe we are 'much more than just a school'.

To apply, please download and complete a support staff application form from <https://www.pcs.hants.sch.uk/employment.php> and email it to [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk).

**Closing date: 13 January 2026**

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure & Barring Services (DBS) checks along with other relevant employment checks.

In promoting equal opportunities, the School welcomes applications from all sections of the community.