

Attendance Officer : 2 posts

Closing Date : Monday 10 November 2025 at 12 noon

Hours	Post 1 : 30 hours per week over 4 days for 41 weeks per year Post 2 : 22.5 hours per week over 3 days for 41 weeks per year
Contract	Permanent
Salary	Grade 4, Scale Points 7 – 12 (£26,403 to £28,598) pro rata Actual Salary Post 1 : £19,359 – £20,968 assuming no previous service Actual Salary Post 2 : £14,518 - £15,725 assuming no previous service
Start Date	5 January 2026

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy within the St Clare CMAT. At the last OFSTED inspection in October 2023 the school remained Good. As a wholly inclusive school community we share a clear and ambitious vision for high quality education for all. Staff at all career stages are supported to access innovative and research led CPD and there is a culture of continuous development.

The school wishes to appoint two Attendance Officers; one 4 days per week and one 3 days per week. The posts are over 41 weeks (term time plus two extra weeks). Please state in your application which post you are applying for.

This is a key role in the school, focusing on student attendance and the safeguarding of young people. The appointed person will be part of a small team; they should have good interpersonal skills, be able to work accurately and be computer literate (training will be given on the school's software).

If you would like to discuss the role further please contact Alistair Weir by email at

a.weir@allsaints.sheffield.sch.uk or call the school on 0114 2724851.

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

We are committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences.

A Catholic Education Service application form, supplementary forms and further details are available on the school website:
www.allsaints.sheffield.sch.uk/vacancies.
Applications on any other form and Curriculum Vitae will not be considered.

Please return your application form, consent to obtain references form and recruitment monitoring form (optional) to Jo Thorpe, PA to the Headteacher, by email to :
j.thorpe@allsaints.sheffield.sch.uk or by post to the school address.