



DENBIGH SCHOOL

Denbigh School

Burchard Crescent, Shenley Church End, Milton Keynes, MK5 6EX

hr@thedenbighalliance.org.uk

Lead Attendance Officer
Salary – £31,586 to £36,124 FTE, Actual Salary – £24,116 to £27,581 p.a.
Permanent/Term Term + INSET days
Start date: 10/03/2025

About our School:

Denbigh School is an excellent school with an enviable reputation. It is a highly successful, over-subscribed comprehensive school with 1750 students aged 11 – 18 and over 200 staff. At Denbigh School, we firmly believe that every student has the right to learn in every lesson, and every teacher has the right to teach without disruption. Our strong expectations around behaviour and engagement foster a calm, purposeful and dynamic environment where both staff and students can thrive. Our school embodies the core values of Kindness & Respect, Engagement, and Doing No Harm. These values are central to everything we do, guiding our approach as a school and as a cohesive team of staff.

For more information about our school, please explore our website: <https://www.denbigh.net/>

About the Role:

At Denbigh School, we know that good attendance is the key to student success. That's why we're looking for a dedicated and proactive Lead Attendance Officer to drive positive change and help ensure that every student has the opportunity to thrive. This is a key role in our school, and we need someone who can confidently lead on attendance strategies, engage with students and families, and work closely with staff to promote a culture of high attendance. As Lead Attendance Officer, you will:

Lead the Attendance Team, ensuring strategies are in place to support and improve whole-school attendance.

Monitor, review, and refine attendance procedures, working closely with senior leadership to ensure best practices are followed.

Act as the main point of contact for all attendance-related matters, providing expert advice to staff, parents/carers and external agencies.

Analyse attendance data, identify patterns of concern, and implement targeted interventions to support students at risk of persistent absence.

Oversee legal compliance, ensuring accurate record-keeping and liaising with the Local Authority where necessary.

Support and train staff in attendance procedures, embedding a whole-school approach to attendance improvement.

Closing date for applications: 24/02/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/136468/EDV-2025-DS-49584>