

**Attendance Officer**  
**Term Time Only**  
**Pele Band 5 SCP 12-17 (£28,598 – 31,022)**  
*Approx. TTO Salary £24,779-£26,880\* pay award pending*

**Required: September 2026**

John Spence is a popular and successful school, serving students from the North Shields area of North Tyneside. We have a reputation for social inclusion, high academic standards and for providing a high level of student support.

At John Spence, attendance is everyone's responsibility. We set high standards for our students, achieving excellent attendance through the collaboration of our dedicated Attendance Team, pastoral staff, and the wider school community. We are seeking an enthusiastic, dedicated, and proactive Attendance Officer to join our team.

The successful candidate will be expected to liaise effectively with all colleagues, families, representatives from the LA, and all appropriate services, as well as with equivalent colleagues in neighbouring schools. Familiarity with and use of ICT, mainly SIMS and 'Attend' for recording and analysing attendance patterns is desirable, although training can be provided.

Further details of the school and the post can be obtained from the school website, [www.johnspence.org.uk](http://www.johnspence.org.uk) as can a copy of the application form.

For an informal discussion about the post, please contact [Kirsty.Paterson@johnspence.org.uk](mailto:Kirsty.Paterson@johnspence.org.uk), Senior Attendance Lead

An application form and accompanying letter should be completed and returned no later than **Friday 3<sup>rd</sup> July at 10am** to the Headteacher's PA, [Emma.Rutter@johnspence.org.uk](mailto:Emma.Rutter@johnspence.org.uk)

**Interview date: TBC**

John Spence Community High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and parents to share that commitment. Successful candidates will be required to undertake safer recruitment checks including an enhanced DBS check with Children's Barred List check.

Headteacher Mr Jonathan Heath

John Spence Community High School, Preston Road, North Shields, NE29 9PU.

Registered address: Pele Trust, c/o Ponteland High School, The Crescent, Callerton Lane, Ponteland, Newcastle upon Tyne, NE20 9EG.  
A charitable company limited by guarantee registered in England and Wales (company number: 11395017).



John Spence Community High School is part of Pele Trust.