

Attendance Assistant

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road.

The Attendance Assistant sits at the heart of the Central Administration Team, where no two days are the same. As a vital team member, you'll play a key role in supporting the smooth running of the college by contributing to the planning, coordination, and delivery of events and day-to-day activities across the academic calendar. The Central Administration Team brings together several key functions, including the Executive Leadership Portfolio Assistants, Curriculum Admin and Cover Administration Team, Reception, and the Print Centre. In this dynamic environment, you'll report directly to the Central Administration Manager and be part of a collaborative team dedicated to delivering exceptional administrative support across the College.

As an Attendance Assistant, you will play a key role in monitoring and improving student attendance, with a particular focus on vulnerable and at-risk learners. You will track daily and weekly attendance data, identify emerging concerns, and work closely with Safeguarding, Welfare & Skills, Curriculum and MIS teams to ensure timely and appropriate interventions are put in place.

The role involves supporting students on Health & Wellbeing Plans, monitoring attendance for EHCP students, Care Leavers and safeguarded learners, and escalating concerns to relevant senior staff where necessary. You will also communicate with families, participate in home visits where appropriate, and help re-engage students whose attendance has become a concern.

You will maintain accurate records, contribute to attendance improvement strategies across the college, and ensure all safeguarding concerns are reported in line with policy. In addition, you will support admissions, transition and college events, acting as a positive role model for students at all times. This is an impactful role for someone who is organised, proactive and committed to supporting young people to succeed.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

This is a permanent part time, term-time post working 30 hours per week **commencing as soon as possible**, with a competitive salary on the SFCA support pay spine

The salary banding for this post will be 7 – 10 which ranges from £25,951 to £27,733 per annum (pro rata). The actual starting salary for this post is £18,270 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes:-

- Annual incremental pay increases, linked to performance, within the pay scale range

- Pension - Automatic enrolment into the Teachers' Pension scheme with 28.68% employer contribution or to the Local Government Pension Scheme for support staff (if applicable), one of the most competitive on the market with an employer contribution of above 20% in most cases
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm on Sunday 1st March 2026.**

Interviews will be held on **Friday 13th March 2026.** Full details will be emailed out to shortlisted candidates.

Please return all completed application documentation via e-mail only to vacancies@wqe.ac.uk

Finally, I would like to thank you again for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.



Paul Wilson
Principal