**Position: Attendance Officer**

**Hours and Salary: NJC 12 – 19 -£25,078 - £28,116 actual salary**

 **Full time equivalent £28,598 - £32,062**

**School and Location: Nottingham HOPE Academy, Castle Gate, Nottingham, NG1 7AR**

**Contract type: Permanent, Term Time Only**

**Closing date: Sunday 9th November 2025**

**Interview date: w/c 17th November 2025**

**About our School**

Nottingham HOPE Academy formerly Hospital and Home Education Learning Centre (HHELC)

Nottingham HOPE Academy is a school based in Nottingham City which caters for pupils and young people with a range of medical or mental health needs. The school is located on four sites.

**Our Opportunity**

We are seeking ‘the right person for a position to change lives’. This new role has been created to further support children and families in removing barriers to regular education attendance. Nottingham HOPE Academy is a unique alternative educational provision in the City of Nottingham so if you’re interested, a visit to learn more about us is strongly encouraged!

The role will be based at our city centre Secondary Pathways Education Centre and our Sherwood Primary Pathways Education Centre. It’s a full-time contract over 5 days with the flexibility to organise your own diary to meet the needs of the school. Candidates must have access to a car and business insurance included. Payment of mileage and off -site travel can be claimed for. You may transport pupils in your own car in this role.

The successful candidate will work collaboratively with Primary and Secondary teams to ensure registers are completed, whilst providing advice and support in working towards helping pupils improve their attendance. Working with families, partner schools, professionals and agencies will be integral to removing barriers to attendance and offering practical interventions. As a member of the school DSL team, the successful candidate will also coordinate safe and well home visits. The child is always at the heart of what we do.

**About the Trust**

This is an exciting opportunity to join an award winning Multi Academy Trust and be part of a welcoming and supportive team that serves amazing children and young people. Nexus Multi Academy Trust was founded in 2016, with 19 unique SEND and mainstream academies.

We are a growing, forward thinking and innovative Trust with a shared ethos, vision and values for a personalised child centred approach. We are committed and invested in “Learning together, to be the best we can be” and it is as relatable to every employee and partner of our Trust as it is to our children, young adults and their families.

**What you can expect from us**

*Wellbeing – Pay – Careers and Training – Annual Leave and Flexibility*

* The opportunity to work with incredible young people
* A friendly, supportive staff team with the highest level of expertise in their field, committed to achieving the best for their pupils
* A varied, exciting and ever evolving job where no two days are the same
* An opportunity to be involved in the ongoing professional development of a specialist field of education
* Access to free wellbeing support resources including counselling, medical and legal advice and an option to top up to private healthcare via corporate membership of a healthcare plan.
* Access to discount schemes for savings with high street retailers, restaurants, activities and lifestyle services
* Auto enrolment into a leading pension scheme with Teachers Pension Scheme or Local Government Pension Scheme
* Access to extensive and tailored career pathways, CPD programmes, training and coaching giving you the opportunity to grow and develop your career
* An Induction package to help you settle in and approach your role with confidence and enthusiasm
* The ability to contribute to and share quality practice with other professional TAs, Teachers and the wider team
* Internal opportunities across the Trust academies and to work with specialised leaders in education on nationally recognised projects
* Flexible working policies
* Cycle to Work Scheme
* Annual leave increases based on length of service plus bank holidays for support staff

**To apply**

We welcome visits to our Castle Gate site which can be arranged for **Tuesday 4th November and Thursday 6th November 2025**.

To arrange a visit, or for more information, please contact us on 0115 9153862 (Option 1).

For an application form please contact hope.hr@nexusmat.org

Completed applications to be sent to hope.hr@nexusmat.org

All candidates are advised to refer to the job profile before making an application.

We reserve the right to close this advertisement early should we receive a high volume of suitable applications.

**Further information**

For an informal and confidential conversation about the role, please contact hope.hr@nexusmat.org

Further information can be found on our school website [Nottingham HOPE Academy - Vacancies](https://www.hhe.nottingham.sch.uk/home/vision-and-values-1-1)

**Nexus Multi Academy Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.

This post involves working with children and young people. If successful you will be required to apply for a disclosure of criminal records check at an enhanced level and a barred list check. Further information about the Disclosure and Barring Service and can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

We are an equal opportunities employer committed to recruiting and retaining a diverse workforce.