Attendance Welfare Coordinator

“Ashton Community Science College continues to be a Good School”. (Ofsted 2023)

Grade 6

Full time – 37 hours a week (flexible application of working hours to respond to periodic service needs to work outside of the school day in response to the needs of families)

Term Time Only – 38 weeks plus 2 days. Possible additional scope to work during holidays to be negotiated on appointment.

Full Year salary £27,269 - £31,067 plus NJC pay award 25/26

Pro-rata salary £23,298 - £27,269 plus NJC pay award 25/26

Start Date: As soon as possible

We are seeking to appoint an exceptional individual to the role of **Attendance Welfare Coordinator**.

Reporting directly to the Attendance Lead and working as part of our dedicated pastoral team, you will play a pivotal role in our ongoing mission to improve school attendance. Your work will directly support the development of well-rounded, resilient, and successful young people. By helping students and families overcome barriers to attendance, you will ensure every child has the opportunity to thrive—academically, socially, and emotionally—maximising their potential and opening doors to lifelong opportunities.

This is a unique and rewarding opportunity to make a real difference. You will take a lead role in delivering a personalised, student-centred, and whole-family approach to supporting identified children and young people. Your work will help ensure they sustain good attendance and flourish within the school environment.

If you are passionate about making a positive impact and would like to be part of a committed and supportive team, we would be delighted to hear from you. A comprehensive programme of support and professional development is available as part of our commitment to investing in high-quality staff.

**ACSC is committed to safeguarding and promoting the welfare of children.**  
The successful applicant will be required to provide a satisfactory Disclosure and Barring Service (DBS) certificate before any appointment is confirmed. On-line searches will be carried out on short-listed candidates.

Application documents are available to download in the vacancies section of the school website <http://www.ashtoncsc.lancs.sch.uk/job-vacancies>

Applications should be submitted **electronically** by 9am Thursday 5th June 2025 to [hr@ashtoncsc.com](mailto:hr@ashtoncsc.com). Interview will take place on Thursday 19th June 2025.

Please note we regret we are unable to contact individual applicants who may be unsuccessful at this time.