

## Attendance Officer

**This is a fixed term part-time position for 2026 and 2027.**

This attendance officer works alongside key staff to promote excellent attendance among students. This role aims to reduce absentee levels by liaising with students and families.

**The successful applicant will ideally have:**

- Excellent interpersonal skills – both verbally and in writing
- A high degree of computer literacy and competency
- Is highly organised and has the ability to work under pressure
- Ability to multitask and prioritise work

**Desirable Attributes:**

- Experience and knowledge of a Student Management system – Kamar preferred
- Proficient in the Google Suite

Hours of Work are 2.5 hours Monday to Friday, 8am to 10.30 am. Term Time only.

Please note 2026 is from the 12th October for 6 weeks only.

**Applications close 4pm, 11 September 2026.**

All applications must be made on the school application form.

This can be found on our school website together with the job description.

Please submit your application with a cover letter and CV to

[supportvacancy@otc.school.nz](mailto:supportvacancy@otc.school.nz)