



Attendance Officer

Required as soon as possible

Hours: 37 hours a week, term time and professional days

Salary: scale 5, point 22 - 25 (£20,661 - £22,658 pro rata)

Responsible to: Assistant Headteacher i/c Attendance

We are seeking to appoint a dynamic, committed individual to promote the importance of student attendance within our school. This post would be ideally suited to an individual with experience working in this role or similar within the education sector. Experience using SIMS and/or Go4schools would be advantageous but is by no means essential.

The role of Attendance Officer is vital to ensuring the success and safety of students at our school. As well as maintaining accurate attendance records, the Attendance Officer works with staff, families and external agencies to challenge poor attendance and put in place appropriate measures to support children and families. The Attendance Officer will also provide data analysis to the Assistant Headteacher in charge of attendance.

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.

To apply for this vacancy access our website www.stivoschool.org/job-vacancies or contact office@stivoschool.org for an application pack.

Closing date: 30 October 2017 (9.00a.m.)

Interviews: To be held during the period 31 October – 6 November 2017 (shortlisted candidates will be informed of the exact date)

The school reserves the right to interview shortlisted candidates during the application window (if applicable).