



Vacancy

Attendance Officer

Salary:	Grade: F, points 8-13 (£19,945 - £22,021 pro rata)
Actual Salary:	£16,945 - £18,709 p.a.
Hours/weeks:	37 hours per week, term time only plus training days
Contract:	Permanent

We wish to appoint a creative, dynamic and enthusiastic Attendance Officer to join our school on a permanent contract.

The school Attendance Officer is responsible for managing student attendance across the school and is a critical role for us. Maintaining a high level of attendance for all students is one of our key priorities. We are looking for someone who has a proven track record of working with students, families, key personnel and external agencies to increase levels of student attendance and engagement in education.

We are an ambitious school and are passionate about the education of our students, continuous professional development of all staff and developing our strong partnership with parents and the wider community. This post presents fantastic professional development opportunities to the successful candidate.

Closing date: 12pm Wednesday 5th August 2020

Interview date: Thursday 13th August 2020

Previous applicants need not apply

Find out more at:

www.aretelarningtrust.org/vacancies

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including enhanced DBS disclosure