



Attendance Officer

Warren Wood Primary Academy

Required January 2022

**Salary: NJC Grade D2 points 4 – 11 (£16,196 - £18,603
37 hours per week, 39 weeks per year (term time plus one week)
£18,933 - £21,748 full time equivalent**

Warren Wood Primary Academy, is part of the Skills for Life Trust. Our aim is to provide a stable, nurturing environment in which children are happy, stimulated and keen to learn and develop to their full potential.

Amongst the many benefits of working within the Trust you will receive;

- Skills for Life Trust values
- Free Private Healthcare Cover
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- A supportive environment

We require a conscientious person with a professional approach to provide a comprehensive administrative and organisational support service for the Headteacher and staff by monitoring the attendance and punctuality of pupils and ensuring that all relevant information is provided for staff to action as appropriate.

The successful candidate will act as a representative of the academy in working with the external attendance agencies and liaising with staff, parents and pupils as appropriate.

A good standard of education and literacy is essential, along with calm and supportive manner.

The Skills for Life Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.

Closing Date: 29 November 2021