



## BISHOP WORDSWORTH'S SCHOOL

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Head Master: Dr S D Smallwood, BSc (Hons) PhD NPQH



# Attendance Officer

**Required from 19 April 2021**

**15 hrs a week / 39 weeks a year**

**Monday - Friday 09:00 – 12:00**

**BWS Support Staff pay scale Grade E Points 18 – 19 (£19,283 - £20,003 FTE)**

**Actual pay (£6,635 - £6,883)**

**Closing date: 05 March 2021**

We are looking to appoint a meticulous Attendance Officer to assist the school in meeting their obligations and targets in relation to Lower and Middle School attendance. The successful candidate will establish and develop a specialist service within the wider pastoral team and advise on all matters relating to attendance and where necessary take a lead role in developing work processes to improve the reporting of school attendance. The role will include updating school records, analysing attendance data and providing reports to senior managers and other professionals, disseminating information, both internally and externally and in a timely fashion.

The successful candidate should be energetic, enthusiastic, self-motivated, exceptionally well organised, be able to work under pressure and have a high level of personal drive together with relevant experience.

You will possess good literacy and numeracy skills. The ability to work effectively with students and their parents/carers is essential as well as excellent IT skills. Experience of using SIMS is desirable, however full training will be provided.

We will offer you:

- Term time working
- A friendly and supportive team
- Local Government Pension Scheme
- Cycle to work scheme
- Access to onsite sport facilities and gym
- Local Government' Pension Scheme

For further details and an application form please visit the school website [http://www.bws-school.org.uk/The\\_School/Vacancies/](http://www.bws-school.org.uk/The_School/Vacancies/). If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) [alg@bishopwordsworths.org.uk](mailto:alg@bishopwordsworths.org.uk). Applications are accepted by post and email.

***Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant re-employment checks including satisfactory references and medical clearance.***