

Stowupland High School

Outstanding Progress for All



Job Title: **Attendance Officer**
Salary: **Grade 4, Spine Points 9-14 (£20,903 - £23,080 pro rata)**
Job Type: **Permanent**
Start Date: **September 2021**

Hours of work: 37 hrs per week; 41 weeks per year.

Due to the current post holder's move to our Pastoral team, we are seeking to appoint an Attendance Officer to join our friendly, professional and supportive Admin team. You will support the school by continuing to ensure that student absence is monitored and procedures are followed to promote good attendance and positive attitudes amongst students and their families towards education.

Our 11-18 school is growing and is at a very exciting stage in its development. We are the lead school in the John Milton Academy Trust and have recently opened our new, dedicated Sixth Form building. You will be joining a close-knit team and a Trust that is committed to ambition, aspiration and excellence for all.

The successful applicant will be based in the front office and will work closely with the progress teams, under the direction of the Assistant Headteacher (Progress) to:

- provide a specialist service to help the school to raise achievement by improving school attendance and punctuality and to meet our attendance targets;
- promote positive attitudes towards education by students and their families;
- ensure that parents are made fully aware of their statutory responsibilities, particularly where there is persistent absence;
- make supervised home visits, where necessary, and attend meetings both at school and off site.

Front of house duties will also be required from time to time.

If you feel that you could undertake this key role and contribute to the success of the school, we look forward to hearing from you.

Application and contact details:

Full details of the post and an application pack are available on the school website. Potential applicants are welcome to contact us via slewis@stowuplandhighschool.co.uk.

Deadline for Applications: 20 August, 9.00am
Interviews: w/c 23 August 2021

Please note that application forms will be considered as part of the shortlisting process.

Stowupland High School

Church Road

Stowupland

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Tel: 01449 674827

Email: slewis@stowuplandhighschool.co.uk

Web: www.stowuplandhighschool.co.uk

The John Milton Academy safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment. An enhanced DBS check is required for all successful applicants.

The John Milton Academy Trust is an established Trust located in Mid-Suffolk. The Trust anticipates that it will be able to attract families and students by providing education in small, inclusive schools, but ones which can provide a wealth of curriculum opportunities and experiences leading to the highest possible standards of achievement. As the educational landscape undergoes significant change, JMAT wishes to establish a strong reputation building on the success of its constituent schools so that parents, carers and students regard the John Milton Academy Trust as the first choice for academic excellence and personal development.