



Job Title: Attendance Officer

Hours: 32.5 hours

WPY: 43.60 (term time only)

Grade and SCP: Grade 5, SCP 6 (12.39 per hour)

Contract Type: Temporary upon return of substantive postholder

Workplace: Church Stretton School

START DATE: ASAP

TrustEd Schools is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly Trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Church Stretton is a very successful, oversubscribed, vibrant and happy 11-16 secondary school, where relationships are strong, serving the market town of Church Stretton and the immediate area. Being a smaller rural school, we get to know our students and their families well. We are part of TrustEd Schools, working closely together with significant benefits for our students and staff.

Main outline of the job

The successful candidate will take responsibility for the day-to-day systems and processes relating to student attendance, assist with exclusions paperwork and deal with enquiries about mid-term transfers.

Main Duties and Responsibilities

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- Liaison with the EWO and parents.
- Provide general clerical/administrative support duties.
- Produce lists/information/data as required.
- Maintain and collate pupil reports.
- Be aware and comply with safeguarding responsibilities as outlined in the school's staff handbook

Further duties and responsibilities can be found on the Job Description

Application process

- Full details of the role and application process are available from the school's website www.churchstretton.shropshire.sch.uk If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- The closing date for all applications is **Friday 12th April at 9am.**
- Interview dates are to be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- An online search will be undertaken as part of due diligence checks during the shortlisting process.
- Completed application forms should be returned by email to admin@csschool.co.uk by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.