

Required for 1st September 2024

Attendance Officer

(Permanent - 37 hours a week, term-time only)

Salary: NJC Points 18-22 pro-rata

Actual Salary: £25,035 to £26,827

We are looking to recruit a self-motivated and conscientious Attendance Officer to join our dedicated Pastoral Team to monitor, analyse and improve pupil attendance and punctuality. Working within the Pastoral Hub at the heart of the school, the Attendance Officer will provide professional support to pupils, parents and carers and contribute to the provision of exceptional pastoral care across the school. This is an excellent opportunity for a dynamic and proactive individual with a flexible and strategic approach. If you are an effective team player with a positive and solution-focused approach to work then we would like to hear from you.

The purpose of this role is to promote the importance of school attendance in order to achieve the highest standards and encourage all pupils to be successful learners, confident individuals and responsible citizens. To succeed in this role, you will be resilient, flexible and be able to prioritise a demanding workload. You will lead relentlessly, providing a professional, efficient and effective administration of pupil attendance and punctuality, supporting the school to ensure the achievement of attendance objectives.

To be successful in this application, you must be able to demonstrate that you can actively contribute to the high expectations and achievements of the school. If you wish to discuss this non-teaching pastoral support role, or arrange a visit to the school, please contact the Assistant Headteacher – Mrs Ruksana Rasul – rrasul@fairfieldhighschool.co.uk Tours of the school are welcomed.

As a very popular, high-achieving and oversubscribed 11-16 girls' Academy with 1000 pupils on roll, we have a reputation for outstanding pupil outcomes, teaching and learning. This is achieved through a supportive programme of personal development, high expectations of pupil behaviour, academic rigour and a strongly inclusive ethos.

We are excited to be able to offer this position to join a welcoming team, in a positive work environment, where you can make a valued contribution to our continuous development.

Details and an application form can be obtained from our website at: www.fairfieldhighschool.co.uk

CLOSING DATE: 9.00am on Wednesday 3rd July 2024

INTERVIEWS: w/c Monday 8th July 2024 at a date to be confirmed.

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate during the application process.

Fairfield is an equal opportunities employer, who is committed to safeguarding and protecting the wellbeing of children and expects our staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.