



**MATRAVERS SCHOOL**  
**Springfield Road**  
**Westbury**  
**Wiltshire**  
**BA13 3QH**

**Attendance Administrator and Medical Co-ordinator**

**Grade D (£16,499 / £9.99 per hour)**

**37 hours per week, term-time only (39 weeks)**

**Required: As soon as possible**

We are looking for an inspirational and dedicated Attendance administrator and Medical Co-ordinator to join the Matravers family. Whether you have the relevant experience or are looking for a change in career, providing you have a real passion for your role and a vibrant enthusiasm to work with our brilliant pupils, we want to hear from you.

The main job purpose is to maintain accurate pupil attendance and medical needs records, alongside providing first aid to pupils and staff, including coordinating any medical needs and support with the administration of medication.

At Matravers School we are committed to supporting you grow and develop as a professional. Whatever your experience, you will receive the excellent support of an extensive internal and external professional development programme. You will join a very successful, collaborative and committed staff team who will challenge and support you as you progress through your career.

Matravers School delivers a calm working atmosphere that enables our pupils to flourish in all that they do. We value traditional approaches blended with modern twists to provide fantastic opportunities for our pupils to succeed. Our highly skilled teachers and support staff focus on teaching and learning all day, every day, in close partnership with our excellent pastoral team. This helps us enhance the lives of our pupils.

Matravers School sits in the heart of Wiltshire in a delightful market town. Our extensive grounds provide exceptional opportunities for our community. Our site has welcomed over £10 million investment in it during the last few years providing world-class STEM facilities and a transformatory make-over of our other existing buildings.

We welcome visits and tours from prospective candidates. If you are interested in this post and would like to visit us please contact Mrs Kerry Boswell (Headteacher's P.A.) on [headspa@matravers.wilts.sch.uk](mailto:headspa@matravers.wilts.sch.uk) to arrange.

Completed application forms should be downloaded from [www.matravers.wilts.sch.uk](http://www.matravers.wilts.sch.uk) and returned to [headspa@matravers.wilts.sch.uk](mailto:headspa@matravers.wilts.sch.uk)

**Closing date:** 1<sup>st</sup> July 2022

**Interviews:** We recommend early application as we may interview before the closing date for suitable applicants.

*Matravers School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*