



Knelle Road,
Robertsbridge, East Sussex
TN32 5EA
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www.robertsbridge.org.uk

ATTENDANCE ADMINISTRATOR

22.5 hours per week (9.00 am – 1.30 pm daily), term time only

Salary: Single Status Grade 4, Points 9-10 (£23,114 - £23,500 per annum, pro-rata)

Required for September 2024

We are seeking a highly organised, forward-thinking individual to join our attendance team. You will provide attendance administrative support to our Senior Student Support Leader for Attendance.

Duties will include operating the College's Arbor attendance computer module; communicating with parents/carers; updating attendance spreadsheets; following up unexplained absences, this includes daily phone calls to parents/carers; word processing of school documentation to a high standard using a variety of applications including Arbor, Invenry, ClassCharts, Word and Excel; producing reports of attendance data; having informal attendance meetings with parents/carers, organising meetings and liaising with parents/carers and other external agencies, and general office duties.

Arbor experience is desirable but not essential as training will be given.

Robertsbridge is a mixed comprehensive school for Years 7-11, with a skilled and enthusiastic staff team. We are committed to ensuring that our students become well rounded citizens of the world, equipped with the knowledge, skills and qualifications they need for whatever they choose to do next in life.

Our intake is truly comprehensive, drawing from a large geographic area that includes both rural and urban environments. We cherish the diversity that this intake brings and believe that our young people can achieve great things.

Further details from Hanna Stedman, HR Manager.

Closing date: 9.00 am on Monday 8 July 2024

Interviews will be held shortly after this date.

We do not accept CVs.

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the postholder will be subject to an Enhanced Disclosure and Barring check.