

June/July 2024

Dear Applicant

Attendance Administrator

Thank you for your interest in the post of Attendance Administrator at Robertsbridge Community College. This post will be for 22.5 hours per week (9.00 am – 1.30 pm daily), term-time only.

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.

Robertsbridge Community College is a welcoming and inclusive 11-16 school situated within a thriving village in a beautiful part of East Sussex. Staff at Robertsbridge are passionate and committed to providing the best possible experience for our fantastic students.

The school is going through a period of change and improvement as we work tirelessly to further develop our work in response to our latest OFSTED report. I am delighted to have been asked to lead the school through this period on its exciting improvement journey.

If this opportunity matches your aspirations, and experiences I look forward to receiving your application. Prospective candidates will be warmly welcomed to visit the school and should contact Hanna Stedman to arrange an appointment.

To apply, please complete an application form and return this to the College. The deadline for applications is **9.00 am on Monday 8 July 2024**; it can be posted or emailed to the College.

Best wishes and good luck.

Yours sincerely



Clive Rosewell
Acting Headteacher