



SUPPORT STAFF VACANCY

Attendance Administrator

37.5 hours per week (8:00 - 4:00 Monday - Friday)
39 weeks per year inclusive of 5 INSET Days
Grade D pt 5-6 (Actual salary - £21,490 at pt 5)
Required as soon as possible

About the role:

We are seeking to appoint an enthusiastic and hard working Attendance Administrator, who can build positive relationships with our students and their families. The Attendance Administrator will play a key part in achieving our aim of improving student attendance and reducing the number of students who are persistently absent or severely absent.

About our School:

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation. The third and final project was completed in June 2024.

It is an exciting time to join us on our journey to provide an outstanding education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

Key purpose of the post

The Attendance Administrator will play a key part in achieving our aim of improving student attendance and reducing the number of students who are persistently absent. This is a priority for us because we want all of our students to live life to the full, both now and in the future. If students are in school regularly they learn more and this opens up more opportunities for them in the future. As part of a talented, committed and hard working Pastoral Team, you will work closely with the Strategic Lead for Attendance, the School Attendance Improvement Officer, the Attendance Mentors and our Year Teams. Your solution focused approach and resilience will help us to constantly improve our practice. You will model the core values of the school so that we become a centre of excellent practice for attendance. Your priorities will be to safeguard and promote the welfare of our students through monitoring attendance and ensure that the school maintains an accurate attendance register that meets the legal requirement of the Pupil Registration Regulations (2006).

Application Process:

You are asked to complete and submit the following:

1. Our application form, which is completed in full.
2. A letter of application no longer than 2 sides of A4 can also be submitted. (Letters must outline how you meet the essential criteria as outlined in the Person Specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to recruitment@stcm.torbay.sch.uk by **10am on Wednesday 12th March**

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.

Interviews are scheduled for **Wednesday 19th March**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

