

Attendance and Welfare Officer

Dates: Apply by Thursday 11th August 2022
Location: Rickmansworth
Contract type: Full Time
Contract term: Permanent
Salary: Academy Trust Payscale based on skills and experience between £19,100 and £22,500
Start Date: September 2022

The Reach Free School is looking to appoint a caring and supportive individual to be the Attendance and Welfare Officer.

The Attendance and Welfare Officer is an integral role in the school and has two key areas of responsibility. The first is related to attendance, where you will support pupils in ensuring their attendance meets the school's expectations. You will build relationships with pupils and their families and communicate with them in all matters relating to attendance. The second part of this role is relating to the welfare of pupils when they are in school and dealing with any medical matters that arise. This requires candidates to have experience of dealing with first aid in a busy environment. The role would suit a person with previous experience of working in a school or with young people.

In return, we offer:

- The freedom and flexibility to carry out their role in a positive working environment
- The opportunity to gain and develop a broad set of skills
- Competitive salaries, based on skills and experience
- A network of outstanding practitioners to collaborate with and learn from

The Reach Free School is a successful and growing secondary Free School, which opened in September 2013. The over-subscribed school is a popular choice for local families. In September 2018 the school moved into a brand new purpose built building right in the heart of the community that it serves.

If the challenges of working to develop a local school appeal to you, then we would like to hear from you.

Further information is available from our website: www.thereachfreeschool.co.uk

Potential candidates are encouraged to contact The Reach Free School with any questions on 01923 711517 or via email to Mrs S Berman, Headteacher's PA at sberman@reachfree.co.uk

Closing date for applications: Apply by Thursday 11th August 2022
Interviews to take place: Thursday 18th August 2022

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.