



## Maidstone Grammar School for Girls

*Non sibi sed omnibus*

### Attendance Liaison Officer

Required for October/November 2024

Full-time Term Time 37 hours per week plus 5 directed days  
8am to 4pm Monday to Thursday and 8am to 3.30pm on Friday  
Kent Scheme Salaries 6: £25,127-£26,383 per annum pro rata  
(Equating to £21,804-£22,894 per annum)

With an increasing focus on attendance within schools, we have restructured our Attendance Team and have two opportunities available; Attendance Liaison Officer (here) and Attendance Administration (see the separate information on our website <https://www.mggs.org/joining-us/join-our-team/vacancies/>).

We are looking to appoint a highly experienced, committed Attendance Liaison Officer. You will engage with families to assess the reasons impacting on the attendance of individual students, ensuring that parents are made fully aware of their statutory responsibilities. You will also require an understanding of the laws surrounding attendance and compliance.

The role will require the candidate to promote a positive attendance and punctuality culture. You will be able to create and use data to identify patterns of absence of individual students and ensure this information is available to staff. You will provide direct support for parents/carers of students with attendance issues. You will be required to follow-up on students' absences in order to improve attendance, communicate effectively and build relationships with families, staff and outside agencies.

Experience of working with families and home visits would be an advantage. The successful applicant will hold a valid driving licence to carry out home visits.

This crucial role involves working closely with families, engaging parents (including involvement with the PTA), establishing and maintaining great channels of communication, managing attendance, and being an integral member of our safeguarding team. The ideal candidate will be enthusiastic about supporting children and their families, improving school attendance, and ensuring the safety and well-being of our students.

The postholder is required to work for 39 weeks per year and will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1250 students with a mixed sixth form of approximately 340. MGGGS has been appointed by the Department for Education as a Regional Computer Hub in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. The post offers the opportunity to work with intellectually able young people in a

supportive and friendly environment. Staff benefits include strong support for professional development and healthcare scheme.

***“Maidstone Grammar School for Girls is an outstanding school” (Ofsted March 2023)***

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org)

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

Full details and an application pack are available from the school’s website <https://www.mggs.org/joining-us/join-our-team/vacancies/>

**Applications welcomed immediately**

**Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.**

**Closing Date: 8am on 1st October 2024**

**Interviews: 4th October 2024**

***Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.***

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as “spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.



*A forward-thinking community with a tradition of excellence*