



# ARTHUR MELLOWS VILLAGE COLLEGE

Part of the Four Cs Multi Academy Trust

College Roll: 1313 Sixth Form: 346

Head of College: Mr Gilligan



## ATTENDANCE OFFICER

Term Time plus 5 Training Days

37 hours per week

8.30 am to 4.30 pm Monday to Thursday

8.30 am to 4.00 pm Friday

Grade 7 Point 12

Actual Salary £23,728

Arthur Mellows is a secondary school located in the village of Ginton on the outskirts of Peterborough. The school is very successful and over-subscribed. Behaviour is excellent and students are keen to learn.

We are looking to appoint an organised and efficient Attendance Officer to join our team, working with young people and their families to improve attendance and inclusion in our College. The successful candidate will be responsible for monitoring and managing student attendance records, ensuring accuracy and compliance with College policies.

Full details of the post are outlined in the job description. Details regarding how to apply can be found on the College website [www.arthurmellows.org](http://www.arthurmellows.org) Informal enquiries should be directed to Faye Skinner via email at [fskinner@arthurmellows.org](mailto:fskinner@arthurmellows.org)

**Closing date: Noon on Monday 16 December 2024**

*The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates*

Helpston Road, Ginton, Peterborough PE6 7JX Telephone 01733 252235

