



ARTHUR MELLOWS VILLAGE COLLEGE



ATTENDANCE OFFICER

HOW TO APPLY

Applicants are required to submit a letter of application and complete a Support Staff Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4.
- ii) The application form must be completed clearly and in full, handwritten or typed is acceptable.
- iii) We are unable to process any applications stating "see CV".
- iv) The declaration on the application form must be signed.
- v) For informal enquiries please contact Faye Skinner, HR Officer, via email at fskinner@arthurmellows.org
- vi) Completed applications should be emailed to vacancies@arthurmellows.org
- vii) Originals must also be posted to the following address:-

Mr Gilligan
Head of College
Arthur Mellows Village College
Helpston Road
Glinton
Peterborough
PE6 7JX

Please include reference 'ATTENDANCE' on the top left of your envelope.

viii) Closing Date for Applications: Noon on Monday 16 December 2024.

- ix) Please note that if you have not heard from us within 2 weeks of the vacancy closing date it is safe to assume that you have not been shortlisted to attend for interview. The College is unable to provide feedback if you are not shortlisted.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

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. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges.