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| Lion | **AYLESTONE SCHOOL**  Broadlands Lane, Hereford, HR1 1HY  Tel. 01432 357371 / Fax. 01432 263925 [admin@aylestone.hereford.sch.uk](mailto:admin@aylestone.hereford.sch.uk)  In Federated Partnership with Withington and Broadlands Primary Schools |

Aylestone School is a co-educational 11-16 school, located in the picturesque Cathedral City of Hereford, adjacent to the Herefordshire Colleges' campus for Further Education, and 10 minutes walk from the City railway station.

**Required ASAP**

**ATTENDANCE OFFICER**

**31:15 hours per week Term Time Only - Permanent Contract**

**Monday to Friday 8.30 am - 3.15pm**

**HC5 – Actual Pay £13,902 - £15,349**

Our governors wish to appoint enthusiastic and committed Attendance Officer to support our learners.

We are looking for an individual with the flexibility and skills to help students to achieve excellent attendance, reduce levels of absence and work with children and families to promote these aims.

We would be interested in hearing from you if:

You have previous experience of working with children of secondary school age;

You have enthusiasm and a strong commitment to achievement, safeguarding and welfare of all children;

You have excellent communication skills;

You have a sense of humour and the ability to inject fun into learning;

You have high expectations of pupil behaviour and excellent behaviour management skills;

You are flexible, accommodating and a team player; and

You have relevant qualifications for the role.

Further details and an application form can be downloaded from the School website [www.aylestone.hereford.sch.uk](http://www.aylestone.hereford.sch.uk). If you would like to discuss the post, or arrange a visit, please contact Mr Phil Lewis on 01432 357371 or contact the school by email [bkastania@aylestone.hereford.sch.uk](mailto:bkastania@aylestone.hereford.sch.uk)

Aylestone School is committed to the protection and safety of its pupils and therefore successful applicants will be subject to an Enhanced check by the Disclosure and Barring Service.

**Closing date for applications: 10th December 2021 12 noon**

**Interview date: Week commencing 13th December 2021**