**Dean Trust Ardwick**

**345 Stockport Road**

**Ardwick**

**M13 0LF**

**Telephone: 0161 972 2988**

**Website:** <https://www.deantrustardwick.co.uk/>

**ATTENDANCE OFFICER**

Salary – Band 6 Point 23-25 £32,076-£33,945per annum pro rata. Actual salary £29,003 per annum

* 36.25 hours per week, 8.00am - 4.00pm, Monday - Friday
* Term time only including 5 INSET days PLUS 2 WEEKS
* Local Government Pension Scheme – Greater Manchester Pension Fund
* Access to Employee Assistance Programme
* On site free parking
* Cycle to work scheme

Dean Trust Ardwick is seeking to appoint a skilled and enthusiastic Attendance Officer to join a very talented and dedicated team of staff, who are determined to provide the best quality teaching and support for every pupil, and who are committed to maintaining our high standards.

The successful candidate will be required to will work alongside the Senior Leadership Team and Pupil Support Team to promote excellent attendance, reduce levels of absence and work with children and families to ensure high levels of attendance and punctuality.

**WHAT ARE WE LOOKING FOR?**

* GCSE Mathematics & English Language A\*-C, or equivalent
* Knowledge of the legal responsibilities placed upon schools to manage attendance
* An individual with the ability to handle confidential issues and materials sensitively and appropriately
* A commitment to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them

Dean Trust Ardwick is a recent addition to The Dean Trust; a group of high performing schools. We opened in 2015 and are now a fully-fledged Year 7-11 school, serving over 1200 pupils, in the heart of the Ardwick and Longsight community. We pride ourselves on being a local school for local children and since inception we have become the school of choice for families.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our pupils to succeed. At Dean Trust Ardwick, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching pupils the right and successful ways to do things.

During the first six years of the school’s history, Dean Trust Ardwick has laid the foundations of a truly great school. We are looking for a candidate who can contribute to the next phase of the school’s growth by advancing and acting in accordance with the Dean Trust Ardwick vision, values and core purpose.

For further information about the role and how to apply please visit our recruitment page [careers.thedeantrust.co.uk](https://careers.thedeantrust.co.uk/)

**Application Close Date: 9am Thursday 15th February 2024**

*The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to an enhanced Disclosure and Barring check and Disqualification Declaration.*