



HITCHIN BOYS' SCHOOL
An Academy Trust

Attendance Officer

30 Hours per Week

Monday to Friday 8.00am – 2:30pm

Term Time + 5 Inset Days (39 weeks)

Pay Scale H4/H5

FTE £21,968 - £25,409 (Actual £15,167 - £17,543)

Hitchin Boys' School is a successful over-subscribed school with academy status. We are seeking to appoint an organised and efficient officer/administrator to join our Support Staff team. Candidates should have excellent administrative and prioritisation skills and the ability to create and maintain positive relationships with students, staff and parents.

The ideal candidate will have good written and communication skills and be familiar with IT systems (Word, Excel etc). Confidentiality is of utmost importance.

Hitchin Boys' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for all posts.

Further details and an application form are available on the school website www.hbs.herts.sch.uk/vacancies. Completed forms should be emailed to the PA to School Business Manager, Mrs Becky Rose at brose@hitchinboys.co.uk

Closing date: 9am on Monday 12th December 2022*

***Applications should be submitted immediately. The school reserves the right to close the vacancy at any time on identification of a suitable candidate.**

Interviews: asap

Start date: 5th January 2023 (or asap thereafter)

HBS welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

Head Teacher: Mr F Moane

**Ofsted
Outstanding
2021/2022**

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