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| Job Title | Attendance Officer |
| Hours | 36 hours per week, term time only |
| Grade | Grade F, SCP 17-22 (£24,491 - £27,041 <i>pro rata</i> per annum) |
| Contract Type | Permanent, full time, term time only |
| Post to start | As soon as possible |
| Closing date and time | 9.00am – Monday 8th November, 2021 |

We are seeking to appoint a self-motivated, enthusiastic and proficient Attendance Officer to work within the school's established and effective Pastoral Team.

The post holder will have responsibility for maintaining and further developing systems which promote excellent attendance and reduce levels of absence. They will work with colleagues, children, families and outside agencies within a statutory framework to improve attendance at school.

This is an exciting opportunity for someone with a passion for supporting children to make the most of their education. Hyde High School is a vibrant, busy, harmonious and supportive working environment where all staff and pupils are valued and encouraged to contribute. This role offers professional challenge and reward in equal measure and requires proactive and enthusiastic promotion of a positive work ethic and team spirit.

5+ A*-C grades at GCSE (or equivalent) including English and maths **essential**.

Please include within your application a supporting statement ***explaining how your experience and qualifications meet the person specification*** for this role.

Please note – CVs are NOT accepted.

Closing date: 9.00am on Monday 8th November 2021

Applications forms should be emailed to r.fawcett@hydehighschool.uk or posted (FAO: Rachel Fawcett, Hyde High School, Old Road, Hyde, SK14 4SP).

For more information please click on the links below for the Job Description, Person Specification and Application Form.

Hyde High School is committed to safeguarding and equal rights and expects all staff and volunteers to share this commitment. A copy of our Child Protection and Safeguarding Policy is available on our website.

The successful applicant will be subject to an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the [DBS filtering guide](#).

It is an offence to apply for the role if a person is barred from engaging in regulated activity with children.

For more information please see:

[Tameside Council policy on the employment of ex-offenders](#)

<https://www.nacro.org.uk/criminal-record-support-service/>

<http://hub.unlock.org.uk/contact/>