

JACK HUNT SCHOOL

Hard work Integrity Kindness



Bradwell Road, Peterborough, PE3 9PY email: recruitment@jhs.pkat.co.uk web: www.jackhunt.net tel: 01733 263526

Attendance Officer

Attendance is the most important thing we do – if students are not in school, they cannot benefit from the great opportunities Jack Hunt provides.

We require an Attendance Officer who will work as part of the Jack Hunt Attendance Team to reduce levels of unauthorised absence and promote whole school attendance strategies. They will work with students and families to improve levels of attendance for specific year groups.

The successful candidate will have a high regard for confidentiality, an ability to show initiative, and be able to demonstrate a high level of accuracy and attention to detail in their work.

Working Hours:

The appointment is for 25 hours per week, term-time plus 1 additional week.
Hours likely to be 9:15am – 2:45pm, we are open to discuss this.

Salary:

Salary will be paid at NJC SCP Grade 6 Point 7 to 12.
This is equivalent to £14,806 – £16,037 per annum, starting at Point 7.

For more information, please contact recruitment@jhs.pkat.co.uk

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students, we look forward to hearing from you.

The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people.

Application form and further details available on the Trust website: www.PKAT.co.uk/vacancies

Closing date: Monday 16th June at 9.00am

Applications will be reviewed as they are received, and suitable candidates invited for interview. We reserve the right to withdraw this advert should a suitable candidate be appointed.

