**King Edward VI Handsworth Grammar School for Boys**

Grove Lane, Handsworth, Birmingham, B21 9ET

Tel: 0121 554 2794 Fax: 0121 551 5575

email: enquiry@handsworth.bham.sch.uk



**Post: Attendance Officer**

**Start Date: 27th August 2024**

**Full Time, Term Time Only**

**Salary: NJC Scale Point 10 £25,545 to Point £26,421**

**Actual Pay £18,949 to £19,761**

**Closing date: 8th July 2024, 10 am.**

**Interviews will be held 10th July 2024**

**Headteacher: T Johnson**

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**King Edward VI Handsworth Grammar School**

**Grove Lane**

**Birmingham**

**B21 9ET**

# Attendance Officer

# REQUIRED TO WORK IN THE SCHOOL

# Term Time

Point 10 £25,545 to Point 12 £26,421(actual pay £18,949 - £19,761), depending on experience.

We are committed to providing an excellent technician service to our students and staff.

We are looking for an enthusiastic person to join our team.

**Attendance Officer – 36.5 hours per week.**

The hours will be Monday to Friday 8am until 4pm. Shift patterns may be altered depending on service needs.

Previous experience desirable, but training will be given. Candidates must be willing to undertake any relevant training.

Application forms and Job Descriptions can be obtained on the School website <http://www.handsworth.bham.sch.uk/> or by contacting Aga Uzlis, HR Manager on 0121 554 2794 or auzlis@handsworth.bham.sch.uk

Completed application forms need to be returned by Monday, 8th July 2024, 10 am. Interviews will be held on 10th July 2024.

Only the school’s application form will be accepted.

King Edward VI Handsworth Grammar is an equal opportunities employer, which gives priority to the safe guarding of its students. The successful candidate will be subject to a Disclosure Check through the confidential process administered by the Criminal Records Bureau.

The successful candidate will also be reference checked.