

Attendance Officer

Band 7, SCP11-17 (Actual salary £23,451 - £25,971 per annum)

37 hours per week, Term Time Only plus 5 days

Permanent

To start ASAP

We are looking to appoint a highly motivated and enthusiastic Attendance Officer to join our school.

A new and exciting opportunity has arisen for an Attendance Officer to join Knowleswood Primary School. The successful candidate will assist in the provision of high quality, professional, proficient and flexible attendance management service of all pupils within school. They will work collaboratively with the Headteacher/SLT who will provide training and allocate work when necessary, however, much of the work is self-generating.

Knowleswood Primary School is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The successful candidate will be:

- Effective in motivating and inspiring children
- Understanding needs of children and their families.
- A dynamic and creative team player, with excellent interpersonal skills
- Calm with a positive and confident manner
- Academically able with GCSE Grade C or above in Maths and English or equivalent or be studying towards this.
- Experienced within working with children/families in a school or other related organisations

We can offer:

- A positive and forward-thinking staff team and governing body
- Excellent professional development opportunities
- A supportive working environment, where your contributions will be valued
- A dedicated, supportive and friendly school community and staff with the highest expectations of and aspirations for our children

Visits are warmly welcomed (by arrangement).

Closing Date: Monday 3rd March 2025 at 9am

Interviews: w/c Monday 10th March 2025

Together we **Exceed**

Dawnay Road, Bradford BD5 9LQ 

info@exceedacademiestrust.co.uk 

01274 086 490 

www.exceedacademiestrust.co.uk 

For an informal discussion regarding this opportunity, please contact Ryan Lewis, Headteacher on 01274 778177. Further details about our school can also be found on our website <https://knowleswood.co.uk/>

If you are interested in applying for this role, please do so by submitting an online application via recruitment@exceedacademiestrust.co.uk

CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

