**Post: Attendance Officer**

**Hours 37 hours per week Term time only**

**Required: ASAP**

**Salary: Grade B £21,028 (Pro rata for term time only £17,934)**

**Status: Permanent**

**Summit Learning Trust Mission Statement**

Success through Endeavour

Ambition through Challenge

Strength through Diversity

Join our friendly, thriving and supportive staff here at Solihull Sixth Form College. We aspire to be outstanding professionally and personally, taking time to invest in everything we do, to develop transformative life chances for all of our students and to stretch their potential to the full.

Solihull Sixth Form College is a large, culturally diverse specialist in A Levels and Level 3 BTEC qualifications, and part of the Summit Learning Trust.

You will work as part of a team to support raise achievement by improving student attendance and punctuality and promote positive attitudes towards attendance.

To be successful you will have GCSE English and Maths at grade C/4 or equivalent and have previous experience of working within an education setting, ideally within an attendance role.

Applicants should go onto the job vacancies section of Solihull Sixth Form College’s website to apply <https://www.solihullsfc.ac.uk/the-college/job-vacancies/>

Previous applicants need not apply.

**About the Trust**

<https://www.summitlearningtrust.org.uk/>

**Why work for us?**

The Trust offers:

* A strong focus on staff care and wellbeing
* High quality training and support in and across academies
* A clear career pathway
* Employee assistance programme
* Employee discount schemes

**Closing date is 9:00 Monday 5th June 2023. Interviews will take place on Tuesday 13th June 2023.**

*We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.* *We recognise that we do not reflect the communities we serve and welcome applications from all sections of the community.*

*The college is committed to safeguarding, British values, preventing vulnerability and promoting the welfare of our students and we expect all applicants to share this commitment.  All appointments will be subject to an enhanced DBS disclosure, including a Children’s barred list check.*