



Attendance Officer

Permanent, Required as soon as possible

36 hours per week, Term time + Inset days (39 weeks)

Salary - £26,862 to £31,166 per annum (FTE) USTS7

Come and join us and make a difference!

We are seeking to recruit an Attendance Officer to: -

- Be responsible for the submission of forms, returns, including those to outside agencies, letters to stakeholders and copy to relevant personnel (e.g. referrals to the Local Authority)
- Articulate the high expectations for attendance and punctuality to all members of the school community
- Work with parents/carers and other agencies in improving their child's attendance record

As the successful applicant, you will have:

- Excellent organisational, interpersonal and communication skills
- Ability to liaise appropriately and sensitively with colleagues, students, parents and carers
- Ability to work under pressure, prioritise and meet deadlines

If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.

The Magna Carta School

The Magna Carta School is a high achieving school of 1250 students between 11 and 16 years old. We are proud of our history of success and our reputation in the local community. The school is well known as a place of excellence and we are very proud of our academic, sporting, artistic and community achievements. It serves as a fantastic testament to the efforts of students, staff, governors and parents, which has ensured we have maintained our Ofsted status as a 'Good' school, with many outstanding features.

We have a unique approach to learning, in that we believe that every young person and adult must develop a Growth Mind-set, which we embed alongside our core values of Respect...Learn...Aspire...Achieve. Through this we believe that we can develop our mastery of knowledge, skills and behaviours through dedication and hard work- talent is only a starting point!

As a Founder member of The Unity Schools Trust and the 1215 Learning Partnership, we are determined to enhance lives for young people across this area of Surrey. This partnership of high achieving schools provides the opportunity to share best practice with a wide range of like-minded colleagues. The Trusts vision is to be an outstanding learning community where together we learn *to know, to do, to be and to live together*.

To arrange a visit or request a conversation about this post, please email recruitment@unityschoolstrust.co.uk or telephone 01784 454 320.

To apply please visit the vacancies section of our website www.magnacarta.surrey.sch.uk or contact:

Head of School, Unity Schools Trust, The Magna Carta School, Thorpe Road, Staines, TW18 3HJ.

Email: recruitment@unityschoolstrust.co.uk

Website: www.magnacarta.surrey.sch.uk

Telephone: 01784 454 320

Closing date for applications: Friday 2nd of September 2022 at 12.00pm

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Applications from agencies will not be considered and all applications must be made on the school's application form.

Please note this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory enhanced clearance by the Disclosure and Barring Service.