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| **ATTENDANCE OFFICER**  37 hours per week,39 weeks per year (Permanent)  SALARY: Bucks Pay Range 3-4 (Actual salary £20,620 - £24,297 per annum) | |
| CORE HOURS: | Monday 8.00am to 4.00pm  Tuesday 8.00am to 4.00pm  Wednesday 8.00am to 4.00pm  Thursday 8.00am to 4.00pm  Friday 8.00am to 3.30pm  *(including 30 minutes unpaid lunch daily)* |
| Closing Date for Applications: 11 March 2024  Interview Date: week commencing 18 March 2024 *Vacancy Ref: S-AO-0002* | |
| The Misbourne is a vibrant and welcoming school with great students and a dedicated team of teaching and support staff. An exciting opportunity has arisen for us to appoint an **Attendance Officer** to join our pastoral team. We firmly believe that our staff are our best asset and, as such, see this as an important role that will play a central part in the continued growth, development and success of our Academy.  Our values at The Misbourne for both students and staff are learning, kindness and excellence; these permeate everything we do, and start with our staff. At The Misbourne we acknowledge that education is a demanding but rewarding sector, and therefore looking after our staff is of highest priority. If you join our staff team, you will be part of a caring, kind and supportive group of professionals who really do share a sense of belonging and camaraderie.  This is an excellent opportunity for someone who may be considering a career in supporting academic and pastoral progress. **Full training will be provided so no prior experience is necessary within a school setting**, although this would be advantageous. This is a key role for us and the successful candidate will be at the forefront of working with our students and families.  Your main responsibilities will be to maintain accurate reporting of student attendance; and work with families, students, staff and outside agencies, promoting and sustaining high levels of student attendance and punctuality. The successful candidate will be caring and enthusiastic and will be **part of a strong team**, committed to supporting all students.  The Misbourne is an **11-18 Academy in the picturesque village of Great Missenden** in the heart of the Chilterns, and is the **Lead School for Careers** in Bucks. We have nearly 1100 students on roll, including a successful and growing Sixth Form. Our staff tell us they genuinely feel like part of a team; a team who are striving to help each student flourish both academically and personally. Excerpts from our pleasing 2022 Ofsted inspection include:   * Students told inspectors that the clear and fair behaviour system helps them to behave well. * Relationships between staff and students are strong. * Students’ conduct around the school is orderly and calm. * Pastoral care puts the child at the heart of everything the school does.   We take an evidence-informed approach to school improvement, only implementing what we feel will make the biggest difference to the lives and outcomes of our young people, being mindful of staff workload and well-being. Our Wellbee survey results place The Misbourne in the **top 10% of schools for staff peer support, and top 20% for managing staff workload.**  We can offer you:   * Students who are a pleasure to work with. * An experienced, friendly, and collaborative team of staff. * A team who will help to guide your development and ensure that you are fully supported in every aspect of your work. * Flexible working for the right candidate * An evidence-informed approach to school improvement, only implementing what we feel will make the biggest difference to the lives and outcomes of our young people, being mindful of staff workload * An academy that puts wellbeing at the top of their priorities * Free access to our own fully-fitted gym (subject to opening hours) * Two week October half term   We place a strong emphasis on three core values: learning, kindness, and excellence. We are seeking a candidate who shares these values and is eager to be an integral part of the day-to-day running and constant improvement of our academy.  Would you like to make a difference to the outcomes and life chances of young people? If so, you could become part of our dedicated team.  Are you:   * Passionate about working with young people and the importance of education? * Able to relate to young people and support them to become independent, resilient learners? * Dynamic and organised, with good attention to detail? * Someone with good communication, interpersonal and ICT skills?   We would be delighted to invite prospective applicants to visit our school and experience first-hand what makes us a great place to work.  For further information and an application form, please visit the ‘Joining Us’ area on our website:  <https://www.themisbourne.co.uk/513/vacancies-1>  Please email your completed application to: [recruitment@themisbourne.co.uk](mailto:recruitment@themisbourne.co.uk) quoting Vacancy Reference: *S-SWO-002*.  The closing date for applications is 11 March 2024, interviews will take place week commencing 18 March 2024.  **The Misbourne reserves the right to close and shortlist early, therefore early applications are encouraged. Please note all shortlisted applicants will be subject to a pre-employment check including social media.**  ***The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An offer of appointment is subject to satisfactory references, DBS (Disclosure and Barring Service) Enhanced Disclosure and medical clearance*** | |
| DCSF NUMBER: 825/4042 Telephone: 01494 862869 [admin@themisbourne.co.uk](mailto:admin@themisbourne.co.uk)  [www.themisbourne.co.uk](http://www.themisbourne.co.uk)  The Misbourne is a charitable company limited by guarantee registered in England and Wales with registered number 11024953. Registered Office: Misbourne Drive, Great Missenden, Bucks, HP16 0BN. | |