



ATTENDANCE OFFICER
ADVERTISEMENT

Attendance Officer Vacancy at Wise Owl Trust



Salary: Grade 6, spine point 21 - £30,825 all year round

Start date: 1st September 2024

Contract length: Permanent

Closing Date: 12 noon, 8th July 2024

Interview Date: 11th July 2024

Together Everyone Achieves More

We have a fantastic opportunity to recruit an Attendance Officer.

Overall Aim

We are looking for someone who is a good communicator, can build and sustain relationships with parents and has experience in a similar role. As school life is exceptionally busy, it is important that you are enthusiastic, flexible, patient and are able to work effectively as part of a team. The successful candidate will be looking at improving and sustaining overall pupil attendance, working to Academy policies and procedures in order to achieve this.

Main Duties and Responsibilities

- To provide a comprehensive and high quality support service to the schools to improve overall school attendance.
- To work collaboratively across the Trust on all sites as required.
- To collate, analyse and produce pupil attendance data, attendance patterns, trends and reports to inform future service delivery and strategic direction to improve attendance in school.
- To co-ordinate, plan and carry out home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and Caseworker.

If you are interested in applying for the role, please complete an application form and return it by **12 noon 8th July 2024** to Mrs K. Walton at k.walton@wiseowltrust.com. **We do not accept CVs** as part of our application process. All parts of the application form must be fully completed.

The Trust is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, the post is subject to enhanced DBS checks and suitable references will be sought before appointment.

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you may be required to complete the "Childcare Disqualification" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this. We look forward to hearing from you.

