**Data and Attendance Officer**

**Full Time Equivalent £25,119 - £25,979**

**Actual Salary £22,416-£23,184 (Scale Range 9-11)**

**37 hours per week, term time plus 2 weeks**

**To start as soon as possible**

An exciting opportunity has arisen for a suitably qualified and experienced administrator to support the Data Manager and Education Welfare Officer. The role would involve the administration of academy data and the promotion of student attendance. The successful candidate would spilt their time between these two areas and so would need a flexible and adaptable attitude with the ability to multi-task and manage their workload proactively.

Applicants must possess excellent interpersonal and organisational skills in order to offer a high standard service paying meticulous attention to accuracy, detail and confidentiality.  Previous experience of working in the education sector would be an advantage along with excellent IT skills including Excel and Word.

Macmillan Academy is situated in Middlesbrough on Teesside and was rated good by Ofsted in the most recent inspection. We have over 1500 students on roll, including 250 in Post 16. Our strong reputation for academic success is matched by our desire to provide a holistic education for every student.

For further details about the post, please download an application pack from our website at www.macmillan-academy.org.uk. Completed application forms should be returned to Human Resources, Macmillan Academy, Stockton Road, Middlesbrough, TS5 4AG or by email to **recruitment@macademy.org.uk**.

**Closing Date: Thursday 6 June 2024 at 12 noon**

**Interview Date: Tuesday 11 June 2024**

This school is committed to providing equality of opportunity for all and ensuring that all stages of the recruitment and selection process are free from unlawful discrimination and bias. Recruitment and selection procedures may be monitored to ensure that applicants are not being discriminated against on the grounds of any protected characteristic; sex, race, disability, age, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy or maternity.

We are committed to safeguarding and promoting the welfare of our students and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

An online search will be undertaken on all shortlisted candidates, on information available in the public domain.

Macmillan Academy is part of Endeavour Academies Trust.