**EDUCATION WELFARE OFFICER**

**Start Date:** **As soon as possible**

**Avonbourne Boys’ and Girls’ Academies**

**Salary:** **Competitive**

**Contract Term: Permanent, 52 weeks but willing to consider term time including inset days plus agreed extra weeks**

**Hours: 37.5 (normally 8am to 4pm, Monday to Friday)**

**Closing date:** Midnight Sunday 3 October 2021

**About the role**

This is an excellent opportunity for someone who is passionate about student welfare. We are looking for someone to work closely with the Director of Safeguarding and Attendance Officer in supporting student welfare and attendance at Avonbourne Academies (Avonbourne Boys’, Avonbourne Girls’, United Sixth Form).

It is an exciting time to join Avonbourne Academies and play a role in the transformational journey we are currently undergoing.

**About you**

You will need to:

* be patient and understanding with excellent listening and communication skills and a non judgemental approach
* Understand the importance of confidentiality and the need to deal with matters in a sensitive manner
* have very good organisational and administrative skills and the ability to maintain thorough and accurate records.
* Be proactive and solution focussed

Ideally you will have already worked in a school or college setting in a similar role.

**To apply, please complete the application form.**

**Closing date for applications:** Midnight Sunday 3 October 2021

**We reserve the right to close the advert early without notice should we receive a good response before the advert closing date. No further applications will be accepted once closed.**

*The Avonbourne Academies are committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to enhanced DBS check before taking up the post.*