



# ST. JOHN THE BAPTIST CATHOLIC PRIMARY SCHOOL

Diocese of Arundel & Brighton

Whitehawk Hill Road

Brighton BN2 0AH

Website: [www.stjohn.brighton-hove.sch.uk](http://www.stjohn.brighton-hove.sch.uk)

Headteacher: Tina Davidson MA

## PUPIL WELFARE and ATTENDANCE OFFICER (Level D)

St John the Baptist is a one form entry school with approximately 200 pupils on roll. We pride ourselves on our positive and inclusive approach. We have a vacancy for a permanent Pupil Welfare Officer, Level D to start as soon as possible.

**Hours:** 30hrs per week (term time only)

### Pay Scale

**NJC Scale 6 £27,852 - £29,439 (pro rata 47.15 weeks)-Actual salary £20,476 - £21,643**

We are looking for candidates who have the NVQ 2 qualification and /or recent experience of working in a primary school or social work setting. The successful candidate will be fully committed to supporting the Catholic ethos of our school. They will also:

- Have strong administrative and organisational skills
- Ability to establish a constructive rapport with children, staff and their families
- Have excellent communication skills and a calm and patient approach
- Be keen to work with others as part of a team
- Experience with confidentiality, safeguarding and well-being of children

We will offer you:

- Children who are genuinely a pleasure to teach, enjoy school and work hard.
- A happy working environment with a positive and inclusive ethos.
- A strong, committed and collaborative staff team.
- Opportunities for training and further development.

St John the Baptist Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced disclosure check from the Disclosure and Barring Service (DBS).

Visits to the school are welcome, please telephone 01273 607924 or email [joannelevy@stjohn.brighton-hove.sch.uk](mailto:joannelevy@stjohn.brighton-hove.sch.uk) to make an appointment or to obtain an application pack.

**Closing date:** Midday Monday 9<sup>th</sup> January 2023 **Interview date:** Friday 13<sup>th</sup> January 2023



Telephone (01273) 607924

e-mail: [admin@stjohn.brighton-hove.sch.uk](mailto:admin@stjohn.brighton-hove.sch.uk)