ATTENDANCE OFFICER

26.25 hours per week
8.15am to 1.30pm
East Sussex Single Status
Grade 6, points 14-16
£20,853-£21,695 f.te.
(pro rata for term time only)

Oakwood Primary Academy is a two-form entry primary school in Eastbourne, for pupils aged 4-11. We currently have 290 pupils on roll. The majority of our pupils come from the local community – a community we are proud to serve. We are a school that is undergoing a transformation and is committed to raising standards for all our pupils. Our four values of **'Knowledge, Equality, Determination** and **Achievement'** underpin everything that we do, belonging to every pupil. These help to create our vision for the school of **'Being Better Every Day'**.

We wish to appoint an Attendance Officer in our school to oversee attendance and to maintain our attendance systems. Ideally, the standout candidate will have previous experience and knowledge of interrogating a database or schools' information management system. You will possess excellent keyboard and organisational skills; ideally with experience of using Word, Excel and Outlook. Previous experience of working within a school environment and a knowledge of data entry would be an advantage. This post will also involve working with pupils and their families, to support good attendance and therefore, excellent communication skills are essential.

We wish to recruit a candidate who has experience of working as part of a team but also someone who is able to take the initiative and be able to work independently at times. The role includes a daily responsibility for monitoring pupil attendance and includes investigating pupil absence in a timely manner. In supporting the school's leadership team, you will work in partnership with class teachers as well as outside agencies to help achieve expected attendance targets.

In return, we can offer you:

- Pupils who are polite, conscientious and proud of their school.
- A staff team who are supportive and collaborative.
- A bespoke program of induction, training and professional development to support you in being successful in all aspects of the role.

- A network of colleagues, in school and across our academies.

- A working environment where everyone is determined in achieving the best outcomes for our pupils.

The working hours for this post are 8.15am to 1.30pm, Monday to Friday during term time. Some additional hours are required to be worked during school holiday periods, according to the business needs of the school. If you would like to join our team, in this varied and important role, please contact us at Oakwood Primary Academy, as detailed below.

If you are interested in this post and would like an application pack, please contact Mrs Susan Hubbard, School Business Manager by emailing shubbard@auroraacademies.org or calling 01323 501251 during school hours.

Further information about the school can be found at: www.oakwoodprimaryacademy.org.

The school has a commitment to safeguarding children and all posts are subject to enhanced DBS clearance, pre-employment health questionnaire and two satisfactory references.

Closing Date for applications: Friday 30th September at 3pm

Interview date: w/c 3rd October 2022