



DEVONPORT HIGH SCHOOL FOR GIRLS

Student Information Officer - Attendance 32 hours & 30 minutes per week, 39 weeks per annum Required from September 2025

Devonport High School for Girls is a highly successful and oversubscribed 11-18 selective grammar school. There are approximately 850 students on roll and around 100 employees.

We are seeking to appoint an Student Information Officer - Attendance. The post holder's role is to provide comprehensive administrative support relating to pupil tracking/progress, pupil progress reviews and reports, School Self Evaluation and School Information Management System (SIMS). Also, to undertake administrative duties to support the effective operation of the School Office.

The position advertised is for Monday – Friday 8.00am – 3.00pm, 32 hours and 30 minutes per week, 39 weeks per year. The salary is Grade C, Point 5 – 7 (£24,790- £25,584 - actual salary £18,725 - £19,325).

Further information and application packs are available from our website: www.dhsg.co.uk

The closing date for applications is 9am **on Friday 20 June 2025** Please note that CVs are not accepted. Interviews will be held week beginning **23 June 2025**.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

Lyndhurst Road, Peverell, Plymouth, PL2 3DL

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