



VACANCY

EXPERIENCED ATTENDANCE OFFICER

Hours per week 37 - term time only
LGS Level 5 Points 8-12
£20,493 - £22,183 per annum pro rata.
Required ASAP

We are seeking to appoint an experienced, hard-working, highly motivated person with excellent communication skills, as an Attendance Officer to work in a large Pastoral Support Team. The post will involve working with students, their families and the Local Authority to improve and promote good attendance.

The school has a commitment to safeguarding and promoting the welfare of children.

Please email Jill Saunders for an application pack:
hr@shoeburyness.southend.sch.uk

Shoeburyness High School has a commitment to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check, medical health check and satisfactory references. We are an equal opportunities employer.

Closing date for applications: Monday 19th October 2020