



*Our Motto is "The Pursuit of Excellence"*

## **Attendance Co-ordinator**

Hours: 37 hours per week, term-time only (including 5 training days)

Salary: Level 3C, Point 6-9, £16,697.45 - £17,718.89 pro-rated (actual salary) per annum

Location: Kimberley Sixth Form College, Bedfordshire

We are seeking to appoint an Attendance Co-ordinator to join our supportive and friendly team committed to working with teachers and support staff to improve attendance rates and realize the full potential of our students.

You will work under the guidance of our Attendance and Education Welfare Officer and Pastoral Leader to build relationships with families and students to improve attendance.

The successful applicant will be required to act as the first point of contact for all student enquiries. You will have experience of working in an administrative role, preferably within the school/college environment. You should be approachable, helpful and enjoy working with young people. A good knowledge of Microsoft applications is essential.

The successful applicant will be required to act as a first aider for which training will be given if required.

**Closing Date:** 09:00 Tuesday 30<sup>th</sup> November 2021.

**Selection process will be held in the week commencing 6<sup>th</sup> December 2021.**

**Applicants must complete the Trust's application form - we cannot accept CVs.** An Application Form and recruitment information can be downloaded from our website [www.woottonupper.co.uk](http://www.woottonupper.co.uk) or requested by email from [recruitment@wootton.beds.sch.uk](mailto:recruitment@wootton.beds.sch.uk).

Please return the completed Application Form either by email to [recruitment@wootton.beds.sch.uk](mailto:recruitment@wootton.beds.sch.uk) or by post to the HR Department, Wootton Academy Trust, Hall End Road, Wootton, Bedfordshire, MK43 9HT.

***Wootton Academy Trust is committed to safeguarding the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

***Wootton Academy Trust supports Equal Opportunities Employment.***

***A NOTE FOR RECRUITMENT AGENCIES - We prefer to hire people directly. We'll be in touch if we need you!***