



St Francis of Assisi Catholic College

Nil Satis Optimum

- Only the best is good enough -

Attendance Support Officer

Permanent / Full-time

Salary: Grade range 7 – 11 (£20,092 - £21,748 pro rata)

Term Time only (Actual Salary £17,205.53 Point 7 - £18,623.63 Point 11)

We are seeking to appoint, for September 2021, an experienced, enthusiastic and dedicated Attendance Support Officer.

St. Francis of Assisi is a fabulous and highly successful school where staff and students feel happy and safe and where support staff, teachers and learners have a close working relationship. We have very high expectations of manners, behaviour and relationships and these expectations create an environment where all can achieve their ambitions and aspirations.

Applications are welcome from non-Catholics.

This is a unique opportunity to manage attendance across the school, ensuring that students are attending and barriers to learning are addressed and reduced. You will be dealing with registers, absence calls, follow ups, and meeting with external agencies. You should have excellent SIMS experience and be able to produce detailed reports for SLT when required. We invite candidates who can demonstrate their ability to offer excellent all-round student support and communication in a busy environment.

The ability to communicate effectively with our students whilst working with our structures, using your own initiative and being proactive is essential.

St. Francis of Assisi has a commitment to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS/Criminal Records check.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

Further details and application forms are available from our website: www.stfrancis.cc.

Closing date: Monday 28th June

Erdington Road, Aldridge, Walsall, WS9 0RN
tel: 01922 740300 fax: 01922 740330 www.stfrancis.cc postbox@stfrancis.cc



Interviews: Thursday 1st July

To send in an application or if you have any queries, please contact Mrs Siciliano
Headteacher's PA at ksiciliano@stfrancis.cc