



Attendance Support Officer

Permanent / Full-time

Salary: Grade range 7 – 11 (£20,802 – £22,516) Pro Rata

We are seeking to appoint 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.

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

Closing date: Tuesday 14th June 2022

Interviews: Friday 17th June 2022

To send in an application or if you have any queries, please contact Mrs Cohen- Green Headteacher's PA at scohen-green@stfrancis.cc