



Attendance Manager

Permanent / Full-time / Term-time plus 2 weeks

Salary: Grade range 23 – 25 (£30,151 - £32,020) Pro Rata

Pro rata: £27,505.57 - £29,210.58

We are seeking to appoint an enthusiastic and dedicated Attendance Manager.

This is a unique opportunity to lead on and manage attendance across the school, ensuring that students are attending and barriers to learning are addressed and reduced. You will be dealing with daily absence and patterns across the school, supported by an Attendance Officer.

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 and families and using your own initiative and being proactive is essential.

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.

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 March 2023, midday

Interviews: Monday 20th March 2023

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