



## Attendance Support Officer

**15 hours per week (09:30- 12:30 five days a week)**

**Salary: Grade range 7 – 11 (£22,369 – £24,054) Pro Rata**

**Pro rata: £7,765.71 - £8,350.68**

We are seeking to appoint an Attendance Support Officer.

This is a unique opportunity to work with the Attendance Manager supporting with case load files, removing barriers and ensuring that attendance is of the highest priority. You will be dealing with registers, absence calls, follow ups and will be trained on our information systems.

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 using your own initiative and being proactive is essential.

### **Applications are welcome from non-Catholics.**

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.

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](http://www.stfrancis.cc).

Closing date: Tuesday 14<sup>th</sup> March 2023, midday

Interviews: Tuesday 21<sup>st</sup> 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](mailto:ksciliano@stfrancis.cc)