**A blue and yellow logo

Description automatically generated with medium confidence**

**Attendance Officer**

**Salary: Grade 6: £27,148 and £29,430**

**Permanent, TTO +1 weeks**

**As soon as possible.**

St Anne’s RC Voluntary Academy joined the Emmaus Catholic Academy Trust in 2021 and this is a fantastic opportunity for highly motivated Attendance Officer.

Governors are seeking to appoint a highly motivated Attendance Officer, who will enjoy being part of a collaborative team that work with integrity together. You will be the lead worker for those children whose attendance is poor, working within the Early Help framework to develop and execute attendance action plans with children and families.

**The successful candidate will:**

* Be willing to work hard, be kind and make a difference
* Work holistically to address the root cause of non-attendance at school, ensuring that children and families are supported before needs escalate
* Be a team player who is highly motivated and organised, with the ability to multitask
* Be an effective problem solver who will come up with positive and robust solutions to problems
* Be highly proficient in your ICT skills
* Be able to work flexibly to accommodate the requirements of the post
* Be passionate about supporting us to be a professional catholic learning community

**What we offer**

* A dedicated, enthusiastic and highly professional staff team
* A professional working environment in which all staff are valued and listened to.
* Excellent behaviour systems, meaning pupils can learn and teachers can teach
* A comprehensive induction programme
* A commitment to continuous professional development
* Work collaboratively alongside other members of the mathematics department to ensure that schemes of work provide a curriculum that develops knowledge, skills and a love of the subject

If you would like an informal discussion regarding this role to arrange a visit to meet please email [sarah.roche@stannesrcvoluntaryacademy.com](mailto:sarah.roche@stannesrcvoluntaryacademy.com)

Our strong Catholic Ethos at St Anne’s means we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant’s appointment will be subject to satisfactory references and satisfactory clearance by the Disclosure and Barring Service. Completed applications should be sent to Sarah Roche, Business Manager, by emailing [sarah.roche@stannesrcvoluntaryacademy.com](mailto:sarah.roche@stannesrcvoluntaryacademy.com)