



MATERNITY COVER

SCHOOL ATTENDANCE OFFICER

25 hours per week Term Time Only

(Ideally 5 hours per day Monday to Friday)

Payscale Scale 4 points 7-8 £19,554-£19,945 (pro rata) + £1925 London Weighting (pro rata)

FOR APPROXIMATELY 12 MONTHS STARTING SEPTEMBER 2019

This is a temporary position to cover Maternity Leave and will terminate upon the return of the permanent employee

Barham Primary School is seeking a Maternity Cover Attendance Officer to join our lively and very supportive Office Team in September 2019.

We are seeking a friendly, pro-active and enthusiastic candidate with excellent communication skills and the ability to form and maintain constructive relationships with colleagues, students, parents/carers and external agencies.

Whilst promoting the school's attendance and punctuality policies, you will assist in delivering attendance support to pupils and their families by recording, monitoring and analysing attendance records. Working in conjunction with the Strategic Lead for Attendance you will promote excellent attendance throughout the school and reduce levels of absence so that all students achieve their full potential.

As a member of the Office Team, you will be able to demonstrate the ability to work well under pressure and the skills to operate successfully as part of the team as well as on your own initiative. You will have high levels of written and spoken English, together with excellent office skills and knowledge of basic office packages (Word, Excel, Publisher and Powerpoint). The ideal candidate will be experienced in using SIMS office management system to record and analyse attendance throughout the school and be able to hit the ground running. Please see attached Job Description and Person Specification for full information about this very rewarding post. Job packs can be downloaded from our website www.barham.brent.sch.uk. Please email your completed application form (we cannot accept cvs) to admin@barham.brent.sch.uk

Closing date for applications: 9am Friday 30th August Interview date Wednesday 4th September

*Barham is a Safeguarding School committed to promoting the welfare of children.
All appointments are subject to satisfactory references and enhanced DBS checks*

