



The Cavendish School

**ATTENDANCE OFFICER
H5 – term time only
37 hours per week
Temporary role from 1st September 2017 until 31st August 2018**

We require, in this busy school, an Attendance Officer who is flexible, energetic and well organised, who is able to stay calm under pressure and handle a wide variety of situations. They will;

- maintain full accurate and timely attendance records for the school
- provide data to the Learning Welfare Officers, Directors of Learning and Assistant Headteacher Pastoral
- communicate with parents via various medium, regarding attendance
- attend meetings with external agencies as required
- be computer literate and have some experience in an office environment
- be able to communicate effectively to all levels within the school

If you would like to apply please send a covering letter and application form as soon as possible to Mr David Fisher, Head of School.

Closing date: 20th July 2017 9am
Interviews: 20th July 2017 12pm onwards