



The Cavendish School

**ATTENDANCE OFFICER
H3 – term time only, 37 hours per week
For immediate start**

We are seeking, in this busy school, an Attendance Officer whose main duty will be monitoring and improving attendance. This role will include working with students, their families, staff and external agencies to improve attendance and punctuality throughout the school. The successful candidate will have a methodical and organised approach. They will be flexible, energetic and able to stay calm under pressure and handle a wide variety of situations.

Applicants should have excellent interpersonal and IT skills; must be able to work independently but also as part of the pastoral team.

You will also be required to;

- maintain full, accurate and timely attendance records for the school
- provide data to the Learning Welfare Officers, Directors of Learning and Assistant Headteacher Pastoral
- attend meetings with external agencies as required

If you would like to apply please complete the application via www.teachinherts.com or email an application form to h.hardy@cavendish.herts.sch.uk

Closing date: Monday 12th November 2017

Interviews: TBC