

**Ysgol John Bright**

## **Attendance/Administrative Officer**



**GO2 - £16,123 - £16781 (pro rata) 37 hours a week term time only**  
**Closing date noon Wednesday 5th July - interviews 10th or 11th July**

We are looking for an enthusiastic, forward thinking Attendance/Administrative Assistant to join our school at a particularly exciting time. The role is to ensure that the attendance of students is accurately monitored and recorded and to undertake general administration work to support the Directors of Learning. The successful candidate will be self-motivated, confident and able to work using their own initiative.

### **The successful candidate will need to:**

- be able to demonstrate a desire for improving attendance outcomes
- offer a warm, caring and flexible approach to your role
- have excellent ICT, communication and organisational skills.

Prospective candidates warmly encouraged to visit the school. For further information or to arrange an appointment please contact the school's reception

**01492 864200 | [general@johnbright.uk](mailto:general@johnbright.uk) | [www.johnbright.uk](http://www.johnbright.uk)**