

# Ysgol John Bright

## Attendance Officer



Salary GO2 - actual salary pro rata £11,852 - £12,730

Term-time only 32.5 hours a week

Full-time equivalent £16,123 - £16,781

We have an exciting opportunity for an experienced, committed and enthusiastic Attendance Officer. The successful candidate will join a team who are passionate about engaging and inspiring young people in their learning. We are seeking to recruit a colleague with both the commitment, personal drive, enthusiasm and energy to contribute to maintaining high levels of attendance within our friendly, inspirational school.

### You will :

- Be self-motivated, exceptionally well organised and a good team worker
- Take responsibility for the day-to-day systems and processes relating to the school's attendance work
- Have good literacy and numeracy skills
- Have excellent IT skills
- Offer a warm, caring and flexible approach to your role.
- Genuinely care about the contribution your role makes to young people.

### We offer:

- Excellent career development opportunities
- An ethos of high expectations for students and staff
- A professionally stimulating and supportive working environment
- State-of-the-art facilities in an attractive modern building and grounds
- Cutting edge ICT facilities throughout the school
- A 'window on the world' ethos which enriches students' learning experiences

**Closing date for applications : noon 8th May**  
**Interviews : 11th May or 15th May**

Ysgol John Bright is committed to safeguarding and promoting the welfare of children and young people. It is essential that all members of staff share this commitment. An enhanced DBS disclosure is required for all posts.

Candidates are welcome to visit the school prior to applying - Please contact the school office if you wish to do so.  
For further information please contact the Head's PA, Mrs C Astrop on  
**01492 864200 | [c.astrop@johnbright.uk](mailto:c.astrop@johnbright.uk) | [www.johnbright.uk](http://www.johnbright.uk)**