**Attendance and Student Support Officer**

Salary: Grade 4 – Point 19-21 £18,560

Term Time only (Actual Salary £16,292)

37 hours per week

The Governors seek to appoint an Attendance and student support officer to provide support for students, parents, carers and extended agencies in school.

We welcome applications from non-Catholics willing to support our Catholic ethos.

We invite candidates who can demonstrate their ability to offer excellent all-round student support and communication in a busy environment. Under the direction and instruction of the School Business Manager and Assistant Head Teacher this role requires managing attendance across the school, ensuring that students are attending and barriers to learning are addressed and reduced. You will be responsible for dealing with staff, pupils, parents and externals agencies and will be dealing with registers, absence calls, follow ups, meeting with external agencies. You should have excellent SIMS experience and be able to produce detailed reports for SLT when required.

The ability to communicate effectively with our students whilst working with our structures, using your own initiative and being proactive is essential.

We are a highly successful, over-subscribed Catholic secondary school in a pleasant, semi-rural location, with a commitment to safeguarding and promoting the welfare of children.

For further details of the school, the post and application process please visit the School website [www.stfrancis.cc](http://www.stfrancis.cc) We would welcome visits to the school and for more information about this role please do not hesitate to contact Mr Salkeld (Deputy Head Teacher) [Lsalkeld@stfrancis.cc](mailto:Lsalkeld@stfrancis.cc)

Completed forms, together with qualification certificates, should be returned to [kmccourt@stfrancis.cc](mailto:kmccourt@stfrancis.cc) by Friday 23rd March at noon.