

**Attendance Manager**

**£18,391.65 - £21,519.56 - actual salary**

**37 hours per week , 41 Weeks per year**

**Required to start ASAP**

This is a fantastic opportunity for a highly motivated and driven individual. The successful applicant will report directly to the Senior Leadership Team and join a strong team whose single goal is ‘Students First’. You must possess the skills and determination to make a significant difference to the lives of our students. The purpose of this post is to fulfil our responsibility in the improvement of attendance and enhance the life chances of our students in Outwood Academy City. The successful candidate will line manage an Attendance Officer and an Attendance Admin Assistants and will have overall responsibility for ensuring attendance targets are met for the Academy.

The successful candidate will have excellent communication skills, good time management, have the ability to multitask and be able to work to tight deadlines. This role will necessitate accuracy, attention to detail and excellent organisational skills. Candidates must have experience of working within an attendance role in a school environment, with an emphasis on dealing with persistent absentees. The role will involve enforcement of penalty notices and you will require an excellent knowledge of the law in this area and be able to adhere to the academy’s policies and procedures.

The academy benefits from being part of the Outwood Family of Schools and you will be joining a highly innovative, inspirational and ambitious organisation. The Trust guarantees every member of staff CPD and development opportunities.

Visits to the academy are encouraged and welcomed. To arrange a visit please contact recruitment@city.outwood.com. Full details of the post can be found on the recruitment page of our website: **www.city.outwood.com.**

**To apply for this post please complete the online application from our website under vacancies. CV’s will not be accepted**

**Closing date: Monday 12th December 2016 (noon)**

**Interview date: Thursday 15th December 2016**

*We are committed to safeguarding and promoting the welfare of our students. All offers of employment will be subject to enhanced DBS Checks.*