

**Attendance Officer**

**£15,776.21 to £18,391.65 - actual salary**

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

**Required to start ASAP**

This is a new role within the academy and is a fantastic opportunity for an enthusiastic and motivated individual to join us. Our single goal is ‘students first’ and you will be joining a strong team working to this sole aim. You must possess the skills and determination to make a significant difference to the lives of our students.

Applications are invited from suitably experienced individuals with the energy and confidence to become an integral part of the Academy. To be successful, you will need to be extremely well organised, have the ability to prioritise work and ensure that strict deadlines are met. The ability to work on your own initiative and work within a team environment.

The purpose of this post is to fulfil our responsibility in the improvement of attendance and meeting the needs of our students at Outwood Academy City.

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.*