



King Egbert School

Details for the post of

Pupil Attendance & Progress Officer

Grade 3 £16,123 - £17,772 pro rata (0.6 FTE)

22.5 hours per week/ 39 weeks per year term time

08.30am to 1.00pm Monday to Friday

Required from September 2017. King Egbert School, part of the Mercia Learning Trust, is seeking to appoint an enthusiastic and dynamic Pupil Attendance & Progress Officer to join our outstanding team.

Responsible for managing and tracking Sixth Form attendance and providing support to monitor student progress, we welcome applications from a highly skilled, experienced and flexible individuals to help maximise student progress and provide a friendly yet professional point of contact for pupils, parents and staff.

King Egbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. Staff at King Egbert School are passionately committed to our students' achievement, personal growth and excellence. We are looking for staff who are enthusiastic and are keen to make a difference. This is an exciting time to join the Mercia Learning Trust, with the Trust recently becoming sponsor of the new Mercia School, currently under construction in Sheffield.

Please send completed applications to the PA to the Headteacher, Bev O'Sullivan, at bosullivan@ecgbert.sheffield.sch.uk or if you require any further information please email or telephone the school on 0114 235 3855.

<http://www.ecgbert.sheffield.sch.uk/Staff-Vacancies>

<https://www.tes.com/jobs/employer/king-ecgbert-school-1065605>

Closing date for applications is 10am on Monday 26 June 2017
Interviews are scheduled for week commencing Monday 10 July 2017