



Queen Mary's Grammar School

Headmaster: R J Langton, M A

Attendance Officer (Year 7-13)

Salary: Grade 5 (SCP 9 – 17)

Actual Salary: £21,606 - £24,856 (FTE: £25,119 – £28,770)

Contract type: Term Time, 37 Hours per week

Contract term: Permanent

Start date: September 2024

We are looking to recruit a dynamic and forward-thinking person to the role of Attendance Officer. This is a new and exciting role with a core aim to build and implement strategies to help identify and remove any barriers to attendance. The successful post holder will be working closely with pupils, staff, parents, and carers to reduce levels of absence and be a fundamental part of the behaviour team.

The successful candidate will be very well supported in what is a strong and well-resourced pastoral team and the role provides the opportunity to take the lead on new initiatives.

We strongly encourage informal visits to the school with the opportunity to meet prospective colleagues and pupils. Please contact Simran Sahota (Executive Assistant) to arrange such a visit, by emailing s.sahota@qmgs.merciantrust.org.uk

Applications should be made using the recruitment portal on the vacancies page of our website and set out how your experience and expertise match the requirements of job description and person specification. Please read the information pack, which is also available on the job listing.

Closing Date: Monday 15 July 2024

Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding and Safer Recruitment Policies can be found on our website. This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.