



Holmer Green Senior School

Work Hard, Be Kind

Holmer Green Senior School is committed to the welfare and safeguarding of all its students and therefore all appointments are made subject to satisfactory Enhanced DBS, qualification and pre-employment checks

Attendance Officer

Full-time, term time only

REQUIRED FOR AS SOON AS POSSIBLE

Bucks Pay Scale 3 £22,290 to £24,540

(pro rata scale = £19,241 to £20,809)

Holmer Green is a popular 11 to 18 school with 1000 students (100+ in the Sixth Form) and is expanding. As a school we are in the top 10% of schools nationally for KS4 progress and in the top 5% of schools nationally for KS5 progress. As part of our expansion plan we are also looking forward to a range of new modern facilities.

We can offer 8 staff training days (not the 5 you find in most schools), a two week October half term, professional development of a high standard. We take our staff well-being seriously and offer weekly activities, like team sports.

Holmer Green Senior School is looking to appoint a permanent, full-time, outstanding Attendance Officer to support our Senior Leadership Team with monitoring and analysing student attendance.

We are looking for a passionate person with data analysis experience, good attention to detail and who can comply with legal and Government requirements

Applications are sought from high calibre professionals who have the skills and talent to support our school.

Please apply by sending a completed Holmer Green Senior School Application Form with covering letter addressed to the Headteacher.

For an application pack, please see our website www.hgss.co.uk or contact Ms Liz Plascott directly on 01494 719907 or at plascottl@holmer.org.uk

Closing date for applications:

Tuesday 5 October 2021 9.00am

Interviews:

Week commencing 11 October 2021

The school reserves the right to appoint before the closing date should a suitable candidate become available