



HABERDASHERS' ASKE'S

CRAYFORD
 ACADEMY

Attendance and Welfare Officer

Full Time, Permanent, Term time only
 35 hours per week

Crayford Academy has an opportunity for an Attendance and Welfare Officer to join their learning and progress team.

At Haberdashers' Aske's Crayford Academy, we are committed to ensuring that attendance of our pupils is above the national average and that persistent absence is kept to a minimum and at least below the national average.

We seek a highly motivated and energetic candidate to contribute to the achievement of our pupils by ensuring excellent school attendance and punctuality rates and acting upon unexplained and unauthorised absences. The Attendance Officer will work alongside key staff to promote excellent attendance, reduce levels of absence and work with students and families to promote high levels of attendance.

The post-holder will play a crucial role in maintaining the attendance of our pupils in ensuring that the appropriate action is taken. This will involve working alongside pupils and their families, as well as colleagues in school and professionals from external agencies. You will contact parents when appropriate to advise on & investigate the reason for absences. You will also provide welfare support for pupils within the school whilst promoting a positive attendance and punctuality culture

If you believe you fill this brief, we look forward to receiving your application.

To apply please complete the application form and supporting documents found on our website at www.haaf.org.uk/vacancies. Applications should be returned to Lauren Exford, HR Administrator (crayfordhr@haaf.org.uk), quoting reference number: 038/Attendance and Welfare Officer/2017-18/CALE

Haberdashers' Aske's Crayford
 Academy
 Crayford, Kent DA1 4RS www.haaf.org.uk

01322 402 180
crayfordhr@haaf.org.uk
www.haaf.org.uk

SALARY:
 Support Scale 6, 21 - 24
 £23, 107 - £24, 918

TO APPLY
www.haaf.org.uk/vacancies



CLOSING DATE:
 19th April 2019, 5.00pm

INTERVIEW DATE:
 TBC