



## LANGLEY PARK SCHOOL FOR BOYS

South Eden Park Road Beckenham Kent BR3 3BP

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Headteacher - Mr S Parsons MA NPQH

### Attendance Officer

Salary: NJC Scale 4, Point18, £16,473 (FTE £19,917)  
36 Hours per week; 38 weeks per year

We are seeking to appoint an Attendance Officer. The successful candidate will work alongside key school staff, students and families to promote excellent levels of attendance and reduce levels of absence. You will have excellent communication skills and have the ability to use your own initiative, and have a calm unflustered manner. A working knowledge of SIMs would be desirable, as well as a knowledge of the education system.

Please include a letter with your application outlining why you feel you would be a good candidate for this role.

Langley Park School for Boys is a large oversubscribed, 11-18 school with over 1700 students on site, 600 of these students in a co-educational Sixth Form. In June 2015, Ofsted judged the school to be "Outstanding" in all categories.

The deadline for applications is Thursday 14<sup>th</sup> December. Interviews will take place w/c Monday 18<sup>th</sup> December.

A full job description and application form is available on the schools web-site [www.lpsb.org.uk/about-us/recruitment/](http://www.lpsb.org.uk/about-us/recruitment/)

Langley Park School for Boys is committed to the safeguarding of children. All appointments are subject to satisfactory references, Disclosure Barring Services (formerly CRB) and other checks.