



Attendance Improvement Officer
Salary: H6/7 depending on skills/experience
4-5 days a week
Term time only plus up to one week.
Starting: as soon as possible

The Alban Academies Trust, which incorporates Sandringham School, Verulam School and Ridgeway Academy at secondary level and Wheatfields Junior School and Wheatfields Infants' and Nursery School at primary level, is looking to appoint an Attendance Improvement Officer to join them. The focus of this role will be to provide a specialist service to assist all schools in meeting their obligations and targets in relation to school attendance, especially persistent absence. The role will also involve liaising with parents within the home to assess the reasons impacting on the attendance of individual students, facilitating their return or access to regular full time education provision and to promote positive attitudes of students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.

The successful candidate will be tasked with establishing and developing a professional service to support each school in raising attendance, investigating persistent absences and improving punctuality and contribute to raising achievement by improving school attendance in all schools within the Alban Academies Trust, with at least 6 hours per week spent in each of the secondary schools and time, dependent on need, in the primary schools. Excellent communication skills are essential as well as the ability to relate to students and parents. It is essential that you are able to remain calm under pressure, using your own initiative as well as working as part of a team.

The Trust works with the **Alban Teaching School Alliance**, the **Research School** based at Sandringham and the **Alban Federation**. Staff who work for the Trust receive **outstanding training** and gain significant career experience.

Application deadline: 9am, Friday 16th April 2021

Prospective candidates are encouraged to submit their applications as soon as possible as the Trust reserves the right to close the advert should we feel able to appoint an appropriate candidate. Applications should be sent to: Kate Ward, HR Manager, Alban Academies Trust, The Ridgeway, St Albans, AL4 9NX, Tel 01727 799560.
Email: appointments@albanacademiestrust.org.uk



Alban Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination.