



BOHUNT SCHOOL WOKINGHAM

11-16 Mixed Academy

Remount Drive, Arborfield, Reading RG2 9GB

Tel: 01189 076237 www.bohuntwokingham.com

Attendance Officer

37.5 hours per week (Term time only including INSET days)

Hours of work 08:00-16:00 Monday to Friday

Grade 4A-E £26,918- £29,616 FTE Actual £23,398 - £25,743

Start Date: 24th February 2025

We are seeking to appoint an enthusiastic and resilient Attendance Officer to join our team. The right candidate will be committed to improving school attendance, working with children, parents and carers, as well as school staff.

The successful candidate will have strong interpersonal skills and the ability to communicate school expectations, with assertiveness and empathy, to a variety of stakeholders including parents, students and teachers. You will have the confidence to be able to hold parents and staff to account for their role in promoting good attendance and be able to direct those in need of additional support where appropriate. Being able to build and maintain mutually respectful relationships with staff, parents, and students alike is essential.

The role requires someone highly organised, with excellent attention to detail and the ability to prioritise. We are looking for someone able to review, design and implement systems and strategies to help us achieve our attendance target. The ability to remain calm, work under pressure and work to strict deadlines is essential.

As the role will involve the efficient daily recording and monitoring of student attendance in SIMS, strong IT skills and experience of working with SIMS would be beneficial, although training can be provided. A knowledge and understanding of the education sector or experience of working within a school environment would also be desirable but is not essential.

Bohunt School Wokingham opened its doors to Year 7 pupils in 2016. Having grown substantially since then, we are now heavily oversubscribed, with a school roll of 1200 students aged 11-16. With the exciting announcement of our expansion to include a sixth form and additional spaces in all year groups, we will soon see more students through to 18.

The successful candidate will be subject to pre-employment checks, including enhanced DBS checks and satisfactory references.

To apply please visit <https://www.tes.com/jobs/vacancy/attendance-officer-wokingham-2157116> or visit <https://www.bohuntwokingham.com/about/vacancies/> and complete the "Support Staff" application form and email it to bwilcox@bohuntwokingham.com **Closing date for applications: Sunday 2nd February 2025**

Interviews: Week commencing 3rd December

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment including through a disclosure and barring service check at enhanced level. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



