



Haberdashers'
**Crayford
Academy**

Belong to something more

Haberdashers' Crayford Academy is now recruiting.

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|-------------------------|---|
| Job Title: | Attendance Officer |
| Contract Length: | Full Time, Permanent, 40 weeks per year |
| Salary: | Support Scale £23,420 - £24,983 |
| Start date: | October/November 2022 |

Haberdashers' Academies Trust South is a Multi-Academy Trust of nine schools, (four secondary and five primary). These are currently organised as four 'clusters with sites in Southwark, London New Cross, London, Bromley, Kent and Crayford, Kent.

Crayford Academy has an opportunity for an Attendance Officer to join their team. We are committed to ensuring that attendance of our students is above the national average and that persistent absence is kept to a minimum and at least below the national average.

We are seeking a highly motivated and enthusiastic 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 be key to promoting a positive attendance and punctuality culture

Join the Haberdashers' Academies Trust South and belong to something more.

- An extensive support network, opening doors to countless growth opportunities.
- An established trust, which you can be proud to work for
- A range of staff benefits, including an Employee Assistance Programme and season ticket loans

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. Appointment is subject to an enhanced DBS check.



Closing date:
30 September 2022, 12pm

Interview dates:
To be confirmed

To apply, submit your application via our website on www.habscrayford.org.uk or contact crayfordHR@habstrustsouth.org.uk [Download the full recruitment pack on our website.](#)

Haberdashers' Crayford Academy,
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