**ATTENDANCE ASSISTANT**

**Required ASAP**

**Term-time only – 26 hours per week Grade 3 pts 2 – 4 (pro-rata)**

**£17,711 - £18,426 (pro-rata)**

**£10,476 - £10,899 (actual)**

We are seeking to appoint an Attendance Assistant to be responsible for the administration of the attendance management process, including first day contact with parents/carers and joint visits to family homes.

Carnforth High School is a small, community 11-18 school bordering the Lake District. We are a good school with outstanding features in Leadership and Management and Behaviour and Safety.

Carnforth High School is committed to safeguarding and promoting the welfare of children. This post is subject to a DBS (previously CRB) check.

We welcome applications regardless of age, gender ethnicity or religion. Application forms can be downloaded from the school’s website. Completed application forms should be returned FAO: The Headteacher or emailed to head@carnforthhigh.co.uk

**Closing date for application:  22nd April 2019**

**Provisional Interview Date: 24th April 2019**