

VACANCY



Attendance Officer

Barr Beacon School, Old Hall Lane, Walsall, WS9 0RF

37 Hours | Term Time Only | Monday to Friday

Start Date: December 2023

Starting Salary: £22,943.23 (FTE £26,674)

The role:

Are you a highly organised and motivated individual? If so, we may have a great opportunity for you. **Barr Beacon School** is seeking to appoint an **Attendance Officer** to work alongside key school staff to promote excellent attendance, reduce levels of absence and work with children and families to improve levels of attendance across the school. You will address attendance and punctuality issues, investigate persistent absence and provide direct support to senior staff within the school.

About you:

The successful candidate will play important role in the school community working to improve and maintain high levels of attendance. Your skillset will include:

- Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths);
- Previous experience working within an administration role and a fast-paced environment;
- Confident in working independently;
- Ability to handle highly confidential information.

Please see job description for full list of skills, requirements and duties.

About us:

Barr Beacon School has a shared belief that no child should fail and our high standards and expectations ensure our pupils strive for success. As a highly successful school, we have a commitment to exceptional teaching to provide the best possible education for our students. The successful candidate will have access to excellent professional development opportunities within our Academy and across the wider Matrix Academy Trust.

To apply, please complete our application form available from www.matrixacademytrust.co.uk/vacancies/
Applications are to be emailed to Khibbs@barrbeaconschool.co.uk

APPLICATION DEADLINE: 30th November 2023

Please note that suitable candidates will be called for interview and we reserve the right to remove any advertised role early.

Safeguarding Notice:

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance and preemployment checks in accordance with Keeping Children Safe in Education