

VACANCY



Matrix
Academy Trust
EDUCATION WITHOUT EXCEPTION

Attendance Officer

Bloxwich Academy, Leamore Lane, Bloxwich, WS2 7NR

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.

Bloxwich Academy Secondary 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:

If it If it would not be good enough for our own relatives, it is not good enough for our pupils. This is our golden rule. We want the best for every child, regardless of where they were born, how much money they do or don't have and who they are (gender, race, religion, disability, sexual orientation). This is what drives us. We want people who are similarly driven. We want people who will not only grow the next generation but people who are eager to take every opportunity to grow themselves. We offer superb professional development opportunities.

If you are ready to apply now, please fill in the application form found on our website:

www.matrixacademytrust.co.uk/vacancies and send to sgutteridge@matrixacademytrust.co.uk

Application Deadline: 30th November 2023

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