



WICKERSLEY
PARTNERSHIP
TRUST

JOB VACANCY

ATTENDANCE OFFICER

SCHOOL: Clifton Community School

REQUIRED: As soon as possible

CONTRACT: Permanent, 37 hours per week, term time only

SALARY: WPT Band 3 £18,933 - £20,043 (pro-rata £16,384 - £17,345)



ABOUT THE ROLE

We are looking for someone with attention to detail who can play a key role within Clifton Community School. Your main responsibility will be to assist the Attendance Manager with all aspects of monitoring attendance, focussing on the school target of reducing unauthorised absence of students within the school.

Knowledge of the Bromcom system is desirable, however full training will be provided to the successful candidate.

You will be given full support in your career development as we believe that development of staff is a key aspect in raising standards for our students. We will be scoring the application and interview process based on skills required for the role as well as behaviour competencies.

If you would like to have an informal conversation about the role, please contact Clifton Community School on 01709 515005.

ABOUT US

At Wickersley Partnership Trust, students and learning are at the centre of everything we do. We nurture the development of knowledge, creativity, skills and understanding to help our children develop into happy, healthy, caring and successful citizens. We do this in a safe and positive learning environment where every individual is valued, self-belief is encouraged and each individual is able to achieve their full potential.

Wickersley Partnership Trust was founded in 2014 with charitable status and currently comprises of 8 primary schools and 5 secondary schools (including 1 sixth form) across Rotherham and neighbouring counties. WPT is committed to ensuring that all students have the best educational experience possible, and to do this, we recognise the importance of supporting our staff thoroughly in their professional development through the dissemination of best practice and collaboration, and through reflecting and debating on their practice. More about WPT's vision can be found on our website.

CLOSING DATE: Friday 20th May 2022 (noon)

INTERVIEW DATE: TBC



Further details are available from <https://wickersleypt.org/about-us/vacancies/>

[Please visit our recruitment website here to apply.](#)

Please include a covering letter that evidences your experience in the following competencies outlined in the Job Description; Problem Solving & Decision Making, Planning & Organisation, Raising Standards, Communication and Team Working.

In line with our commitment to safeguarding and promoting the welfare of our students, the appointment will be subject to an enhanced criminal record check and satisfactory references.

Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

Please note we operate safer recruitment and we do not accept CVs, all applicants must complete an application form in full.