Bexley Grammar School
Danson Lane, Welling, Kent, DA16 2BL
An IB World School
Tel: 020 8304 8538

e-mail: enquiries@bexleygs.co.uk

Headteacher: Mr H J Gilmore

School Attendance Officer (Sixth Form)
25 hours per week, 38 weeks per annum
FTE Salary Bexley Scale 6 £31,290 - £32,655 pa
Actual Salary £18,211 - £19,005 pa (dependent on experience)

We seek to appoint an Attendance Officer to join a small team of outstanding administrators, commencing as soon as possible. The successful candidate will be joining a busy Attendance office with sole responsibility for managing the daily Sixth Form registration procedures (in excess of 400 students). The ability to demonstrate strong organisational and communication skills, along with a flexible approach and team-oriented outlook, is paramount. Previous experience of working in a school environment is desirable, though not essential.

This permanent post is term-time only and 25 hours per week. You will be required to work Monday to Friday 8.00am-1.00pm (these hours may be increased subject to mutual agreement). Your main responsibilities will be to monitor students' attendance and punctuality, ensuring prompt contact with parents to establish reasons for absence, and escalating concerns in accordance with school safeguarding protocols. Maintaining accurate records on Arbor, the school's information management system, is also a critical part of the role and you should therefore be competent in the use of computer software and possess excellent attention to detail. Please refer to the job description for further details regarding responsibilities and ensure your skills and expertise are in alignment before submitting your application.

Bexley Grammar School is an oversubscribed, high achieving, coeducational selective school, rated as 'Outstanding' by Ofsted for over a decade. We have a highly successful Sixth Form and have Specialist School Status in Languages, Science and Maths. With a full complement of subject specialist teachers, a rich curriculum and a wealth of co-curricular activities, we provide an exciting and enriching educational experience for all and many opportunities for career progression in both the academic and pastoral life of the school.

For more information about our school and a sense of its ethos, please explore our website where you will also find an application form under 'Vacancies'. (www.bexleygs.co.uk). Closing date for applications is **noon on Wednesday 25th November** with a view to interviews taking place week commencing 30th November. There will be a note on the 'Vacancies' page of the school website to confirm this.

Bexley Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.