

Attendance & Admin Assistant (Part-time)

School:	Thomas Keble School	Posted:	17th September 2019
Location:	Stroud, Gloucestershire	Expires:	1st October 2019 12:05 PM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	TBC	Job ID:	1065268
Hours:	Term Time	Job Reference:	Attend/MK



Thomas Keble School

Grade E (£18,426 - £19,945) 15 hours per week term time only (plus INSET days) FTE 0.35 (actual salary £6,449.10 - £6,980.75)

Thomas Keble School is seeking to appoint an enthusiastic, efficient and committed Attendance and Admin Assistant to provide support to the Attendance Officer and to work as part of the school Administration team, providing general office support.

You will need to have strong communication skills and the ability to build effective relationships with students, staff and parents/carers. You will help to implement whole school attendance systems and promote high levels of attendance and punctuality at both whole school and individual levels, working with families to reduce and eliminate barriers to good attendance. The role will include work with school staff and other agencies to address family needs that impact on attendance and progress.

Thomas Keble is a welcoming and friendly school and the successful applicant will be encouraged to take an active part in school life.

The hours for this post are 8.30 am – 4.30 pm, Thursday and Friday term-time only (plus school INSET days).

Safeguarding Statement:

Thomas Keble School is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post.