

Attendance Officer Level 2

School:	Crown Hills Community College	Posted:	21st March 2025
Location:	Gwendolen Road, Leicester, Leicestershire LE5 5FT	Expires:	2nd April 2025 09:00 AM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	£21,785.57 - £23,220.40	Job ID:	1472981
Hours:	Term Time		



Crown Hills Community College

Dear prospective applicant,

Thank you for taking the time to read about this role and our school. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds. will support to strengthen this culture.

The successful candidate will:

- Primarily be involved in monitoring and recording attendance.
- They will work alongside the other members of the team that will include Assistant Head of Years, Heads of Year,

This is a fantastic career opportunity for a highly motivated professional to join a school on an exciting journey. Crown Hills Community College is an exhilarating and innovative school that produces exceptional progress for its learners and will everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us.

I want us to be at the forefront of educational excellence because we want to provide the best educational experience resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible. decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close the gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Wednesday 2nd April 2025. Please include your cover letter in the supporting statement section.

Interviews likely to be W/C 7th April.

I look forward to recieving your application.

Yours sincerely,

Mr F Adam (Princiapl)

Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. Applicants will be required to undertake pre-employment checks, such as an Enhanced Disclosure and Barring Service (DBS) Check.