

# School Support Officer/Attendance Officer

School:	Newport High School	Posted:	21st May 2025
Location:	Bettws Lane, Bettws, Newport NP20 7YB	Expires:	2nd June 2025 11:59 PM
Contract Type :	Permanent	Start Date:	1st September 2025
Contract Length:	permanent	Job ID:	1486612
Salary:	Grade 5 £27,711 - £30,060	Job Reference:	Attendance Officer
Hours:	Full Time		



Newport High School

The Governors of Newport High are seeking to appoint a confident, enthusiastic and conscientious School Attendance Officer to join our admin team.

It is essential that the successful candidate has excellent organisational and communication skills including the ability to multi-task, perform under pressure, work as part of a team and be able to use their own initiative.

Closing date 02/06

Shortlisting date 05/06

Interview date 10/06 (times TBC)

**Safeguarding Statement:**

Newport High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.