



ATTENDANCE OFFICER



Our student numbers have grown considerably for this September, our year 7 intake this year has seen an increase of 70%, this is a clear indication that we are on track to become the school of choice within the community and this role is critical to the further development of our improvement plan.

This vacancy for an Attendance Officer is an amazing opportunity to join us on our journey of rapid improvement. Our School Values of Respect, Hard Work and Progress are embedded into school life.

Theale Green School is a vibrant secondary school in West Berkshire which joined the Activate Learning Education Trust on 1 April 2018, as we are now mid-year in our second year as part of ALET, this is an excellent time to join an up-and-coming school within a well-respected and rapidly expanding Multi Academy Trust. We are seeking to appoint new members to our talented and inspirational team; those with the drive and passion to take the school forward in the next phase of development. These are rare opportunities for talented learning professionals with the aspiration to grow their career within a successful and highly collaborative Multi Academy Trust

PLEASE DO COME AND LOOK AROUND!

We are seeking an Attendance Officer who will be:

- Excellent in their written, verbal and non-verbal communication skills
- Excellent in their organisation and management skills
- Experienced in Attendance procedures
- Experienced in SIMs
- Confidential and accurate in their work

Post:	30 hours per week – term-time plus 3 Inset/other days
Start date:	Easter 2020 or sooner
Contract:	Permanent
Salary:	Grade D £11,909.56 - £13,789.49 (already pro-rata) dependent on experience

We reserve the right to alter the interview dates and close this vacancy early should we receive an overwhelming response.

Theale Green School is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service. Informal visits and conversations about the post are most welcome; please contact Anita McIntyre, HR Manager, on 0118 930 8510 or by email to recruitment@thealegreen.w-berks.sch.uk

Closing date: 9.00am on Wednesday 18th March 2020

Interviews: Interviews on Monday 23rd March 2020

Applications to be made on TGS application form (please see our TGS website for more details) and sent to Anita McIntyre (HR Manager) recruitment@thealegreen.w-berks.sch.uk or by post to Theale Green School, Church Street, Theale, RG7 5DA