



ATTENDANCE OFFICER

SALARY: Bucks Pay Range 3 (actual: £19,243-£20,812 pa, FTE: £22,690-£24,540 pa)

37 hours per week – Term Time only (39 weeks per annum)

REQUIRED: July 2021

Would you like to make a difference to the outcomes and life chances of young people? If so, you could become part of our dedicated team.

Are you:

- Passionate about working with young people and the importance of education?
- Able to relate to young people and support them to become independent, resilient learners?
 - Dynamic and organised, with good attention to detail?
 - Someone with good communication, interpersonal and ICT skills?

This is an excellent opportunity for someone who may be considering a career in supporting academic and pastoral progress. Full training will be provided so no prior experience is necessary within a school setting, although this would be advantageous. This is a key role for us and the successful candidate will be at the forefront of working with our students and families.

Your main responsibility will be to work with families, students, staff and outside agencies, by promoting and sustaining high levels of student attendance and punctuality. The successful candidate will be caring and enthusiastic and will be part of a strong team, committed to supporting all students from 11 to 18.

We are a Good (Ofsted) school with fantastic staff and students. We believe our staff are our most valuable resource and support them through an excellent programme of development and training tailored to their needs. We will offer the successful candidate a hugely exciting opportunity to make a real difference to our students. If you have a desire to work with, and support young people, then this is the place for you.

If you feel this could be the post for you but would like to know more, we would love to show you around to give you an opportunity to see our school and meet our students, of whom we are very proud. To arrange a visit please contact HR@themisbourne.co.uk

To apply please complete the application form from on our website and email to HR@themisbourne.co.uk or by post to the address below. Closing date is 9.00am, Tuesday 4 May, however The Misbourne reserves the right to close and shortlist early for this position therefore early applications are encouraged. Interviews will be held week beginning 10 May 2021. The start date for this position is July 2021.

For further information regarding this role please see the details on our website: www.themisbourne.co.uk or contact our HR Officer, Natalie Green, on 01494 862869 or by email HR@themisbourne.co.uk

The Misbourne is committed to safeguarding and promoting the welfare of children and follow safer recruitment practices. All appointments are subject to an enhanced DBS check.

DCSF NUMBER: 825/4042

Telephone: 01494 862869

admin@themisbourne.co.uk

www.themisbourne.co.uk

The Misbourne is a charitable company limited by guarantee registered in England and Wales with registered number 11024953. Registered Office: Misbourne Drive, Great Missenden, Bucks, HP16 0BN