



SUPPORT STAFF VACANCY

Attendance Administrator

37.5 hours per week (8:00 - 4:00 Monday - Friday)
39 weeks per year inclusive of 5 INSET Days

Grade D Pt 6 (Actual salary £21,779)
Full Time Equivalent £25,989

Required as soon as possible

We are seeking to appoint an enthusiastic and hard working Attendance Administrator, who can build positive relationships with our students and their families. The Attendance Administrator will play a key part in achieving our aim of improving student attendance and reducing the number of students who are persistently absent or severely absent.

If you are passionate about transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

Full details about this post and how to apply can be found on our website:

<https://st-cuthbertmayne.co.uk/vacancies/>

Closing date: 10am on Thursday 24th September at 10am

Interviews: Friday 2nd October

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.