



BOHUNT SCHOOL WORTHING

11-16 Academy Mixed Academy

NOR: 927

Broadwater Road, Worthing, West Sussex BN14 8AH

Tel: 01903 601361 www.bohuntworthing.com

Attendance Officer

£25,186 FTE £21,892 Actual (paid 45.2 weeks)

Term time only (39 weeks), 37 hours per week

Hours 8:00am - 4:00pm daily (including a half hour break)

We are seeking to recruit a well-organised, professional and committed individual who will be responsible for monitoring and improving attendance across the school. You will be working directly with the Pastoral team.

If you are passionate about working in a busy, inspiring school, enjoy variety in your role and thrive on working in a busy environment this is a great opportunity for you. The successful candidate should have excellent interpersonal and communication skills, relate well to young people and possess Maths and English GCSE Grade C or above (or equivalent).

Are you able to:

- Work flexibly and on your own initiative?
- Communicate effectively with a friendly and helpful disposition?
- Work calmly under pressure?

The ideal candidate will have:

- Good communication skills
- A flexible working attitude - to be adaptive to the changing demands of an education setting
- Able to organise own workload in the context of varied tasks
- Effective time management and organisation skills
- Good record keeping and attention to detail
- Ability to work as part of a team and on your own initiative
- Enthusiasm and show initiative
- Able to prioritise a changing and demanding workload with conflicting deadlines
- Attention to detail and high level of accuracy
- Numerate and able to communicate effectively on the telephone and in person
- Ability to work independently
- Ability to work under pressure
- Respect confidentiality and safeguarding protocols
- Supportive and welcoming

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil



You will be working in a small, highly motivated team of colleagues. We encourage staff CPD in all roles and you will have the opportunity to gain experience as the role progresses and develops with your contribution. If you want to, with hard work, you can really make your mark in this role.

For further details please see our website www.bohuntworthing.com or email Karen Calder at recruitment@bohuntworthing.com.

TO APPLY: Please read the job description, letter to applicants, school information and dress code and apply online today.

Closing date: Wednesday 15th July midday

Interview date: A.S.A.P

Start date: A.S.A.P

***Interviews will be held as soon as suitable candidates are available, so we invite interested candidates to apply as soon as possible. We reserve the right to appoint before the closing date.**