

## Attendance & Welfare Officer

Sir Christopher Hatton Academy, The Pyghtle, Wellingborough

**37 hours per week, 39 weeks per year (term time + 5 days)**

**NJC Scale Point 12 to 17 (£21,589 to £23,836 FTE) Actual Salary £18,561 to £20,492 per annum**

**Required for September 2019, or sooner if possible**

We are looking to recruit a reliable and self-motivated person to work within our Pastoral Team. The postholder will be required to monitor pupil attendance and provide a variety of reports to appropriate stakeholders on a regular basis using SIMs and related ICT software. Applicants must have the ability (or willingness to train) to administer first aid.

The successful candidate will be required to make home visits to support families with attendance/welfare issues and therefore must demonstrate experience of working with, and an understanding of, the issues facing parents and young people from a variety of backgrounds.

### If you have

- the minimum of Level 2 qualifications in English and Maths
- excellent ICT skills
- proven, recent experience of working successfully in an administration role
- the ability to quickly establish positive working relationships with pupils, families and colleagues

then we would love to hear from you.

### We offer you

- very supportive colleagues
- a challenging and varied role
- a whole school commitment to doing the best for our pupils
- continuous Local Government Service if applicable (subject to verification)

### You can find out more about this role by

- obtaining a candidate pack and application form from our website: [www.hattonacademiestrust.org.uk](http://www.hattonacademiestrust.org.uk)
- contacting the personnel department on 01933 221415 or email [personnel@hattonacademiestrust.org.uk](mailto:personnel@hattonacademiestrust.org.uk)

Closing Date: 9.00am Friday 26<sup>th</sup> April 2019

Interviews: Week commencing 29<sup>th</sup> April 2019

**APPLICATIONS MUST BE MADE ON THE HATTON ACADEMIES TRUST APPLICATION FORM – WE ARE UNABLE TO ACCEPT APPLICATIONS BY CV ONLY**

Hatton Academies Trust are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful applicants are required to complete an enhanced Disclosure Bureau Service check and any offer of employment will be subject to satisfactory references.