



# The Bishop of Winchester Academy

## Attendance Officer

Term time plus one week (40 weeks); 37 Hours per Week,  
*Salary Scale: FTE £18,042-£19,246 dependent on experience*  
*£15,488 - £16,521 when pro-rated in line with Academy terms & conditions*  
*Additional target related bonus available*

The Bishop of Winchester Academy is an oversubscribed and thriving Church of England School, recognised by Ofsted as 'Improving the life chances of all your pupils' (May 2017). There are exciting opportunities to join our motivated and ambitious team driven by the mantra of high expectations – no excuses.

We are looking to appoint an exceptional and passionate Attendance Officer to play a key role in maintaining the academy's outstanding attendance.

The successful candidate will have previous experience and a good track record of working in a similar role, have good administration skills and have experience of working within an education environment. The person for this job must want to "make a difference" and have high expectations, no excuses attitude and will be responsible for maintaining and improving our student attendance record, building positive relationships with students and their families.

### Why work for The Bishop of Winchester Academy?

- ***We are a Christian school with a strong vision, values and leadership - ethos***
- ***Improving the life chances of all our students is at the very centre of our work***
- ***We occupy a brand new building with 21st century facilities located in close proximity to beaches and the Jurassic Coast***
- ***Supportive Community***
- ***Other benefits including enrolment into the LGPS (One of the most generous pension schemes in the UK) and cycle to work scheme***

We are proud of our unique Christian ethos and links with the local church communities. We welcome applications from prospective new staff prepared to share in the experience of school improvement.

Our school is committed to safeguarding and promoting the welfare of children. Rigorous checks will be undertaken of

Our application form as well as the job description and person specification for this role are available through our website. Please email your completed application to [recruitment@tbowa.org](mailto:recruitment@tbowa.org), addressing your covering letter to Mr Paul McKeown, Principal to apply.

**Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CV's.**

**Closing date for applications: 8.00am, Monday 16<sup>th</sup> August 2021. Interviews will be held as soon as possible.**



I came to give life - life in all its fullness  
High expectations - no excuses

