



The Bishop of Winchester Academy

Attendance Officer

Term time only (39 weeks per year); 37 Hours per Week

Support Staff Salary Scale - 19: **FTE £20,839**

The Bishop of Winchester Academy is a thriving Church of England school, recognised by Ofsted as 'improving the life chances of all [our] pupils', and offering an '**outstanding curriculum**' pioneered by '**outstanding leadership**' (May 2017). Operating from recently refurbished facilities, our shared mission to improve the life chances of all of our students is at the very centre of our work.

The academy is looking to appoint a **diligent** and **proactive** Attendance Officer to fulfil the fundamental role of maintaining and improving student attendance levels. You will work with students, teachers and parents to quickly **build positive relationships** and support the academy mantra of **high expectations**.

As Attendance Officer, you will have **strong administrative skills** and experience of working in a similar role within an educational environment. You will be driven by the reward of **making a difference**.

As **Attendance Officer**, your responsibilities will include:

- Maintaining the academy's registration and attendance system
- Working with Heads of Year and Student Support to encourage attendance and punctuality
- Identifying attendance concerns and implementing strategies for improvement
- Building positive, trusting relationships with students and their families

As **Attendance Officer**, you will benefit from:

- Enrolment into the LGPS – one of the most **generous pension schemes** in the UK
- **Strong travel links** and staff parking
- Well maintained site located in close **proximity to beaches**, supermarkets and coffee shops
- Staff recognition **awards**
- Cycle to work scheme

To apply for this **Attendance Officer** role, please visit the vacancies section of our website to complete an application form: <https://www.tbowa.org/staff/vacancies/support-staff>

Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.

The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants. Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CV's.

Closing date for applications: **is 8.00am, Monday 13th June, 2022.**

