



## **Our Lady of Walsingham Catholic Multi Academy Trust**

### **Attendance Support Officer**

<b>Hours:</b>	35 hours per week/39 weeks per year, Monday to Friday.
<b>Salary Scale:</b>	Grade 4 SCP 9-11, dependent on qualifications and experience (currently £23,194 - £24,055 pro rata)
<b>Location:</b>	The role is to work across three Trust schools in Ipswich St Alban's Catholic High School St Pancras Catholic Primary School St Mary's Catholic Primary School
<b>Term:</b>	Permanent

Our Lady of Walsingham Catholic Multi Academy Trust is looking for an Attendance Support Officer to work across our well-regarded Ipswich schools (St Albans's High School, St Mary's Primary and St Pancras Primary).

This is an exciting opportunity, in a new cross-school role, to provide further focused support for attendance. Working with established attendance teams, you will make a positive contribution to young people's opportunities to meet their educational and person potential.

You will have experience of working in an administrative role, preferably within a school environment. You should be positive and approachable and enjoy working with young people. The successful candidate will be an effective communicatory with pupils and parents and will liaise with key staff in each of the schools as well as other agencies regarding school attendance.

You will be given effective support to develop you personally as an outstanding member of the attendance and wider pastoral team.

Closing date: 12 noon on Friday 24<sup>th</sup> March 2023.

Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. An early application is therefore recommended.

If you have any questions about the vacancy, job description, person specification or your potential application please contact Antoinette Jones on 01638 662719 or [antoinettejones@stlouisacademy.co.uk](mailto:antoinettejones@stlouisacademy.co.uk).

## **Application Form and Supporting Documents**

[Notes to Applicants](#)

[Application Form](#)

[Consent to Obtain References](#)

[Recruitment Monitoring Form](#)

Our Lady of Walsingham Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust will require the successful candidate to provide satisfactory references and undertake an Enhanced DBS check.