

ASH MANOR SCHOOL
MANOR ROAD, ASH, SURREY, GU12 6QH
Tel: 01252 353900
NoR: 1050
Head Teacher: Ms A Bailey



Attendance Officer Required ASAP

Surrey Pay Grade S6 £24,780 - £27,317 FTE, (Pro-rata (actual) £21,318- £23,501)

36 hours per week, Term Time only (including 5 INSET days)

Ash Manor School is a successful 11–16 mixed comprehensive judged as 'Good' by Ofsted in its most recent inspection and is now on a journey to becoming exceptional.

We are looking to appoint an energetic, confident and enthusiastic individual to join our friendly and supportive school who will contribute to improving the attendance of the students at Ash Manor. You will be self-motivated, exceptionally well organised and a good team player.

The successful candidate will:

- Work with students, families and staff to improve levels of attendance and punctuality to ensure excellent outcomes for our students
- Maintain accurate attendance records
- Collate and evaluate data regarding students and their reasons for attendance anomalies
- Monitor and intervene with persistent absentee students
- Produce attendance reports and statistics

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement even further
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- Child Care Voucher Scheme
- Extra-curricular sporting facilities for staff
- A caring and supportive working environment within a vibrant school community

Potential applicant visits are welcomed. Visit www.ashmanorschool.com > Vacancies. Applications to be sent to recruitment@ashmanorschool.com.

Closing date: 09:00am Thursday 27th May

The school reserves the right to close the advert prior to the stated closure date therefore early applications are recommended.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.