



Netherhall School

An Ambitious, Caring Community

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www.netherhall.cumbria.sch.uk

'Pupils love coming to school' | 'Pupils are proud of the school' - Ofsted, February 2018



Attendance Officer

Grade six, scale point 7 - £20,444 – full time equivalent.

Required from 1st January 2023 as a permanent position.

We are looking to recruit an enthusiastic attendance officer to join our school attendance team. The hours of employment are 8.30am-3.00pm (32.5 hours weekly), the days are Monday to Friday and the post is term time only. The candidate should have sufficient computer skills, be proficient in the use of Microsoft Office 365 and have good written and verbal communication skills. All appointments are subject to an enhanced DBS check and online check(s).

Netherhall School is a great place to work; friendly, caring and always focused on what is best for our super young people. The school attendance team do a great job of supporting our students to have excellent school attendance, which really does have a direct impact on how well students achieve, attain and enjoy school.

The reason for the expansion of the school attendance team and the appointment of an additional officer is due to the significantly increased numbers of students now attending Netherhall School, which is set to continue.

If you are interested, would like a look around and discuss the position with the assistant headteacher responsible for school attendance, Mrs Holliday please get in contact with the school's business manager, Mr Dale Stephenson either by email at: d.stephenson@netherhall.cumbria.sch.uk or by telephone via school reception on 01900 813434.

Closing date for applications: Friday 2ND December, 2022.

Interviews to be held week beginning: Monday 12th December, 2022.

References will be requested before candidates are called for interview.

Netherhall School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

'Staff and pupils say, without question, the Headteacher has been an inspiration, giving them belief that all can achieve. Throughout his tenure, the Headteacher has demonstrated passion, integrity and highly skilled leadership. This school has been transformed in a remarkably short period of time.' Ofsted, 2018.



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