



**BROUGHTON HALL CATHOLIC HIGH SCHOOL**

**Yew Tree Lane**

**Liverpool, L12 9HJ**

**Telephone 0151 541 9440 / Fax 0151 259 8448**

**Email: smithg@broughtonhall.com**

**Head Teacher: Mr G M Preston, B.A. (Hons), NPQH, PGCE**

**Number on Roll 1205 including 175 in Sixth Form**

**ATTENDANCE OFFICER**

**Full-Time**

**Annualised Hours including INSET Days**

<b>SALARY:</b>	NJC Scale 6 point 19 to 22 = £29,777 - £31,364
<b>CONTRACT TYPE:</b>	Permanent
<b>CLOSING DATE:</b>	Friday, 12 <sup>th</sup> July 2024 at 9.00am
<b>START DATE:</b>	1 <sup>st</sup> September 2024
<b>INTERVIEWS TO BE HELD:</b>	As soon as possible after closing date

Governors wish to appoint a committed and well organized person with the ability to devise strategies and action plans for pupils whose attendance is falling. The successful candidate should be committed to supporting students and developing links with parents/carers together with key staff. A flexible approach is required and the role will involve working closely with external agencies and partners. The ability to analyse attendance information and data together with preparing reports is desirable.

Effective communication and interpersonal skills are required together with sound literacy, numeracy and ICT skills.

Induction, support and training will be offered to the successful candidate.

Our Trustees are the Sisters of Mercy.

Application is by way of the school's Application Form which is available from the school's website together with the Job Description and Person Specification. Please email your application to smithg@broughtonhall.com

*Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.*