# ATTENDANCE OFFICER

COOMBE WOOD SCHOOL

**Required – September 2022**

**Salary:** Grade 4 Point 8-10 paid pro rata

**Actual salary range £20,373 - £21,114)**

**Term Time only – 36 hours per week**

**Location South Croydon**

## Career Opportunity

As a meticulous administrator, an organised, dedicated worker and an enthusiastic team player, this role will utilise your skill set in an interesting and sometimes challenging environment. This vital role is responsible for recording, monitoring and reporting on attendance data, with a view to promoting positive attitudes towards education.

The purpose behind this role is raising achievement by improving school attendance: with the help of the Educational Welfare Officer and Designated Safeguarding Lead (DSL), you will build upon and develop systems to provide a professional service supporting the school the raise student attendance, investigating persistent absences and improving punctuality. All of this requires a highly organised and efficient administrator, proficient at dealing with students and parents, capable of working without supervision.

### Ethos

Our ethos derives from the theoretical and practical nature of sport with *TEAMWORK, RESPECT, ENJOYMENT, DISCIPLINE and SPORTSMANSHIP* as its core values. All staff are expected to demonstrate and support these in their everyday work. Coombe Wood School teaching and non-teaching staff will work closely together across many different areas of the school to ensure the best possible learning experiences for our students.

Coombe Wood School is part of Folio Education Trust: http://www.folio-education.co.uk/. This is a local collaboration of schools, with future possibilities of shared training or working at more than one school, so by becoming part of the team at Coombe Wood School, your career will experience wider benefits.

### Location

This is a new secondary fully-inclusive co-educational school, serving the communities of South and Central Croydon, established to meet an urgent rising local demand. The site of the 'new build' school is opposite Lloyd Park in South Croydon, with an excellent Tramlink service to and from East Croydon station (just 5 minutes' journey-time away) and a short walk from several bus routes. Over £35 million has been invested in our state-of-the-art school, including enhanced sports and performing arts facilities, comprising a competition-sized sports hall, a full-size 3G artificial surface, sprung dance floor studios, music rooms, a recording studio and some air conditioned office spaces.

**Benefits include:**

- Chance to join an innovative and supportive ground breaking team.
- Opportunity of career progression with natural expansion of the school.
- Catchment includes many aspirational, supportive families.
- Working with students who use MyZone technology to track and improve their fitness, as a result increasing their focus and concentration in class.
- Outstanding brand new £35 million buildings opened in January 2021.
- Free access to new sports amenities for staff.

## Application Procedure

Please download the job description, candidate information and application form or visit http://www.cws-croydon.co.uk/Career-Opportunities There are virtual tours and faculty talks signposted on our website.

For enquiries relating to the role, please contact jdoble@cws.foliotrust.uk

Please email your completed applications to careers@cws.foliotrust.uk in compliance with safer recruitment guidelines CVs will not be accepted.

**Closing Date: 9am Monday 4th July**

**Interviews: Early/mid July**

**Safeguarding:** *Folio Education 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 recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.*

*The Candidate Privacy Notice ("Privacy Notice") is published on our web site www.folio-education.co.uk*

## *Equal Opportunities*

*At Folio Education Trust, we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.*



a folio education trust school