



Chapel Street Community Primary School

Achieving excellence and making a difference for every child

Chapel Street, Levenshulme, Manchester. M19 3GH

admin@chapelstreet.manchester.sch.uk

0161 224 1269

Headteacher: Mrs Ella Hughes

Attendance Officer (Grade 5)

We are delighted to offer a permanent Attendance Officer vacancy to join our School Support team. Applications are invited from committed and enthusiastic individuals for this important and exciting role in our school. You must have a good understanding of appropriate administrative processes and systems to help improve attendance in the school.

Our other on-line documents are an application form, letter from the Headteacher about our school and job description with person specification. You can also find further information on our website, which includes our most recent Ofsted Report, from 2019: <https://www.chapelstreetprimary.co.uk/ofsted>

About the Post

The specific areas of responsibility for our new Attendance Officer are outlined in the job description and include:

- Supporting the provision of a responsive and comprehensive high-quality support service to help improve overall school attendance in the school.
- Tracking and monitoring attendance levels for individual pupils
- Maintaining and reviewing databases and attendance information systems in relation to the school's requirements including the production of appropriate information to ensure the delivery of a high-quality service.
- Responding to all queries from a wide range of people, in an efficient and courteous manner, using initiative and creativity to resolve problems in a timely manner

About the successful candidate

As with all posts we are primarily looking for the right person for our pupils, school and community. Someone with resilience, who will work hard, in a relational way, to maintain high standards of developing, implementing and monitoring attendance systems in a busy office environment. Someone who can be flexible and adapt well to changing needs.

Only candidates who can demonstrate an ability to keep accurate records and have knowledge and understanding of working with children, young people and families and dealing with barriers to education will be considered for this post.

Excellent team-working, organisational and communication skills are also essential, as is an aptitude with relevant ICT and some digital literacy. We are looking for someone with the ability to work independently and a strong commitment to wanting the very best for our school community. We want our Attendance Officer to be passionate about working in **our** school with **our** unique children and staff.

Visits to school

Potential candidates are warmly invited to visit our school for a tour, to see for yourself why Chapel Street is such a special place to work and learn. If you would like to book a place to visit, please contact our office team on 0161 224 1269 or via email at admin@chapelstreet.manchester.sch.uk.

About Your Application

- Please read all the documentation before applying.
- Please ensure that we have full details of referees, including postal and email addresses, full professional titles, roles, and phone numbers.
- Application cover letters or 'information in support of your application' will only be considered where they are a maximum of two sides of A4 in a minimum of size 11 font.
- Application Closing Date: 9:00am Tuesday 18th June 2024
- Short-listing and invites to interview sent: Tuesday 18th June 2024
- Interview process: Tuesday 25th June 2024
- There will be a number of different elements to the interview process which will be in person, at school.
- Start date for job: As soon as possible.

If you are excited by this post and by the opportunity to work in a really special school, then I look forward to receiving your completed application.

Yours sincerely,



Mrs Ella Hughes
Headteacher