



**Park Community School, Middle Park Way, Havant, Hampshire PO9 4BU**

**ATTENDANCE OFFICER**

**37 hours per week, 40 weeks per year (term time plus one week)**

**Grade D – Actual salary range - £18,270 to £20,534 per annum**

(FTE salary £20,830 to £23,411 per annum)

**Start date September 2019**

**Fixed term initially for one year**

Park Community School wishes to appoint an Attendance Officer. We seek an individual with excellent communication and organisational skills to support all students in achieving 100% attendance and good punctuality.

An ability to work effectively with students, their parents and other agencies is essential. You will have a vital role to play in developing student routines around attendance and punctuality, readying students for the future and the world of work, as well as establishing parental support to maintain optimum levels of student attendance.

Your responsibilities will include:

- Monitoring all student attendance
- Ensuring school attendance policy is followed for all students with attendance concerns
- Keeping and maintaining accurate documentation
- Preparing paperwork for and issuing fixed penalties
- Preparing paperwork for parents referred to court
- Issuing paperwork for students to be discussed at Attendance Legal Panels, and attending such panels where necessary
- Attending court where necessary
- Arranging and chairing multi-agency meetings
- Arranging and chairing meetings with parents
- Home visits when appropriate
- Picking up and bringing students into school when appropriate
- Other duties may be included depending on the skills of the individual and school need.

We offer a fantastic working environment, where staff well-being is truly valued. We believe we are 'much more than just a school'. Recent awards and Ofsted support that view.

To apply, please download a support staff application form from

<https://www.pcs.hants.sch.uk/employment.php> or email [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk) to request a form.

**Closing date: Monday, 9 September 2019**

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks.

In promoting equal opportunities, the school welcomes applications from all sections of the community.