

Raising Attendance Leader

Non-teaching - 1 Year Fixed Term Contract
37 hours per week Term Time only
Grade 12, £21,074 pro rota
Actual Salary £17,739 per annum
September Start

We are excited to be advertising an excellent opportunity for a Raising Attendance Leader to work alongside our Governors and Senior Leadership Team in raising attendance.

This is a key role where the post holder will lead projects to improve rates of attendance for groups of students. The successful candidate will be the main point of liaison with the Educational Welfare Service, families and teachers in college.

To be considered for the role you will be able to demonstrate that you

- Ensure accurate attendance codes are in place and meet the ongoing changing needs of the College.
- Have a good understanding of and a passion for working with data, systems and management Information in order to raise standards
- Excellent IT skills
- Are able to communicate effectively with parents, students, teachers, including Heads of House and Senior Leaders, and Local Authority personnel where necessary
- Understand and respect the confidential and legal aspects around dealing with attendance data and related issues which are held by the College
- Ideally have working knowledge of SIMS (School Information Management System) however, training can be provided

Frome College is a successful, vibrant and forward thinking 13 – 19 Upper School with 1100 students. It is a fast moving school undergoing exciting and rapid regeneration. We are based on a stunning campus in easy reach of Bath and Bristol. Frome town itself is a cultured town with many restaurants, 2 theatres (one of which is on site) the renowned Sunday Market and a cinema.

We are committed to offering excellent opportunities for CPD. For more information and a full Job Description, Person Specification and the application process, please go to www.fromecollege.org
For an informal discussion, please contact Mrs King on 01373 465353

Closing date: Wed 4TH July (8:00am) Interview date: w/c 9th July

Applications should be returned by post or by email to fccrecruitment@fromecollege.org

This post requires a criminal background check via the Disclosure Procedure.