**JOB ADVERT – Attendance Assistant**

Dates Contract available to start as soon as possible

Salary Grade 3 (Point 5 - 6) £21,575 - £21,968 FTE

Location Fir Vale Academy Trust, Owler Lane, Sheffield. S4 8GB

Contract Type Full Time – 37 hours per week

Contract Term Permanent

**Attendance Assistant**

Applications are invited for the above post from an enthusiastic, well organised Administrator who has great attention to detail and accuracy to work within the Admin team.

 The successful candidate will:

 ·       Have administration experience

·       Have excellent organisation and communication skills

·       High levels of literacy and numeracy

 Areas of work to be undertaken:

 ·       Contributing to the effective administration of school attendance.

·       Managing the recording of student’s daily attendance in line with policy and procedure.

·       Be proactive in monitoring and updating SIMs with class registers

·       Liaison with the Attendance Officer and SLT in matters relating to student attendance

·       General administrative duties within the Admin team

The school has excellent facilities and a strong commitment to an excellent and broad education for all.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure Barring Service form in line with Section 115 of the Police Act 1997.

**Closing Date : 31 August 2023 Interviews to be held w/c 4 September 2023**

Application forms and further details are available from the School website - [www.firvale.com](http://www.firvale.com/) or by contacting the school on 0114 2439391.

**PLEASE NOTE: APPLICATIONS ARE ACCEPTED ONLY ON THE ACADEMY’S APPLICATION FORM AVAILABLE AT** [**www.firvale.com**](http://www.firvale.com/)**WITHIN THE VACANCIES SECTION.**

Completed forms should be submitted direct to the school by email to [mshiels@firvale.com](mailto:mshiels@firvale.com) or by post to Marie Shiels, Business Manager, Fir Vale School, Owler Lane, Sheffield, S4 8GB.