

# Attendance and Welfare Manager

**Salary:** Grade 6 SCP 21 - SCP 26 (pro rata)

**Job type:** Full Time, Permanent

**Start date:** ASAP

## Job overview

Applications are invited from an enthusiastic, well-organised individual who has an excellent understanding of attendance policy and procedure to enable them to champion and promote excellent attendance and punctuality to our students and their families.

The successful candidate will:

- Have drive and enthusiasm, channelled in to making a positive difference to the attendance of individual students and overall attendance performance for the academy
- Have excellent communication skills with the ability to communicate at many differing levels
- Have high levels of literacy and numeracy
- Be accurate and pay close attention to detail
- Have the ability to analyse data, produce reports and work strategically
- Manage the effective administration of school attendance.
- Management of student attendance in line with policy and procedure
- Be proactive in driving and supporting initiatives to promote good attendance to students and their families

Applicants should be versatile and enthusiastic to meet the Fir Vale Standard for the ongoing development and evolution of this unique school.

For further information and to obtain an application form, job description and person specification, visit [www.firvale.com](http://www.firvale.com). All applicants are required to complete a Fir Vale application form. **On your personal statement ensure you write in your own words. Do not use AI.**

Telephone enquiries can be made to Georgia Oxley, Headteacher's PA on 0114 2439391.

**The closing date for receipt of applications is Friday 20<sup>th</sup> September 2024**