**Attendance Support Worker**

Dates Contract available to start as soon as possible

Salary Grade 3 (Point 5 - 6) £23,500 – 23,893 FTE pro-rota

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

Contract Type Part time – 20 hours per week (7:30am – 11:30am)

Contract Term Temporary

**Attendance Support Worker**

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

 The successful candidate will:

* Have excellent organisation and communication skills
* Good of literacy and numeracy

Areas of work to be undertaken:

* Contributing to the effective administration of school attendance and supporting with home visits
* Managing the recording of student’s daily attendance in line with policy and procedure.
* 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.

All applicants are required to complete a Fir Vale application form. Please do not use the Sheffield City Council application form. **Do not use AI to write your application/personal statement.** Applications to be submitted to: goxley@firvale.com

**Closing Date: Friday 15th November 2024 further** details are available from the School website - [www.firvale.com](http://www.firvale.com/) or by contacting the school on 0114 2439391.

Completed forms should be submitted direct to the school by email to [goxley@firvale.com](mailto:goxley@firvale.com)