

[**www.ormistonriversacademy.co.uk**](http://www.ormistonriversacademy.co.uk)

**ATTENDANCE OFFICER**

**Required asap**

**New NJC Grade 4**

**37 hours per week, Term-time only + 1 INSET day**

**Actual starting salary: £17,658 per annum**

An exciting opportunity has arisen for an Attendance Officer to join our successful and thriving Academy.

The role will involve responsibility for all matters relating to student attendance, including working collaboratively with parents and carers to remove potential barriers which may prevent good attendance and outcomes.

The successful candidate will be enthusiastic and approachable with a “can-do” attitude and the ability to demonstrate resilience and determination.

Please contact Mrs Julie Damps, Academy HR Manager, on 01621 787826 or at jdamps@ormistonriversacademy.co.uk for an application pack, or for an informal chat. Visits to the academy are welcomed.

Closing date for applications: Wednesday 4th December 2019. Interviews will be held week commencing 9th December 2019.

We are committed to safeguarding and the welfare of children & young people and will conduct recruitment checks including a full DBS check.