



## **ATTENDANCE OFFICER & SCHOOL ADMINISTRATOR**

Start date A.S.A.P – Part time, Permanent  
19 hours per week, 39 weeks per annum (term time plus inset)  
Grade 5 pts £25,979 - £27,334, pro rata

Heron Primary School is looking for a highly organised Attendance Officer and School Administrator. The roles will be worked as follows:

Administrator Wednesday 8-4 with a half hour unpaid lunch

Attendance Officer Tuesday 8-4 with a half hour unpaid lunch and Thursday 8-12.

The Attendance Officer will work closely with the Headteacher and the Family Support Officer, to improve and monitor pupil attendance, We are looking for someone who preferably has had direct experience working in education. You will be organised, efficient, calm under pressure and have the ability to multitask. Ideally you will have some experience of SIMS but training will be provided where necessary.

**Some flexibility can be offered around the working hours which can be discussed at interview.**

We welcome visits to our school, so if you would like to visit our school, please email [hsbm@heron.gloucs.sch.uk](mailto:hsbm@heron.gloucs.sch.uk). Please see the application pack for more information about our school.

**The closing date for applications is Tuesday 7<sup>th</sup> May 2024 at 12noon**

**Interviews will be held on Monday 20<sup>th</sup> May 2024**

**We are also advertising for a Clerk to Governors vacancy which could be filled by the same person.**

**If you wish to apply for this position, please visit the school website to download an application pack [www.heronprimaryschool.co.uk](http://www.heronprimaryschool.co.uk) or alternatively email [admin@heron.gloucs.sch.uk](mailto:admin@heron.gloucs.sch.uk) to request a pack. You will need to return your application by email to [admin@heron.gloucs.sch.uk](mailto:admin@heron.gloucs.sch.uk) for the attention of Mrs Claire Brookes, Headteacher, on or before the closing date of 7.5.2024.**

Please be advised that applications will need to be supported by two referees and be made using the Gloucestershire County Council application form provided – we will not accept C.V's. Heron Primary School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure and Barring Service (DBS) Enhanced checks and satisfactory references.