



**Attendance & Administrative Officer Job Vacancy**

**Term time only**

**Grade E (SCP 11-16)**

**Monday to Friday 08:30-3:30pm**

**Required as soon as possible from the 7<sup>th</sup> June 2021**

We are looking to appoint a reliable, customer focused and motivated Attendance & Administrative Officer to join our busy administrative hub team.

The role of the Attendance & Administrative Officer is intrinsic to the administrative hub team and the wider academy. They will have the responsibility for maintaining and further developing systems which promote excellent attendance and reduce levels of absence and to provide effective administrative support to ensure the efficient running of the Academy.

We are looking for a candidate who can demonstrate positive skills and attributes so that they impact positively on the whole academy and will be able to work exceptionally well within a team but also independently, demonstrating initiative and self-motivation.

Ashton West End Primary Academy is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. As part of this commitment any appointment will be subject to satisfactory completion of pre-employment checks including an enhanced Disclosure and Barring Service check, medical clearance and two references.

Closing Date: Friday 23<sup>rd</sup> April 2021 before 12pm

Interview Date: W/c 3<sup>rd</sup> May 2021 (Virtual interview on Zoom or Microsoft Teams)

Please complete the application form and return to [admin@awepa.org.uk](mailto:admin@awepa.org.uk) or post to Miss Pizuti, Ashton West End Primary Academy, William Street, Ashton under Lyne OL7 0BJ. You can also hand your application form into our school office in a sealed envelope addressed to Miss Pizuti.