

Attendance Support Officer

Crawshaw Academy, part of Red Kite Learning Trust



Contract: Permanent

Hours: Full time, 37 per week term time only plus 5 days

FTE salary: C2 - £29,093 – £31,067 per annum

Actual salary: £24,919 – £26,610 per annum

Holidays: equivalent 12 weeks per academic year

For more information on our school: www.crawshawacademy.org.uk

We are looking for a highly motivated Attendance Support Officer to work closely with our Attendance Improvement Officer to raise attendance of all students and groups of students including those who are disadvantaged through managing effective and consistently applied systems. You will need a positive can-do attitude along with resilience, excellent communication, organisational skills and experience of working with students, staff and parents to support them overcoming barriers to attendance.

We are looking for someone:

- To work closely with the Attendance Improvement Officer and alongside the Pastoral Team, Pathways and SEND Team.
- Who can work independently as well as part of a team.
- Who fully understands the vital role of attendance management and the impact on student learning.

As a member of our Trust, you will benefit from:

- being part of a truly collaborative trust, working with professional generosity and towards a shared mission of **Nurturing ambition, delivering excellence and enriching children's lives**
- our Trust commitment to continued invest in our people, supporting every member of staff throughout their career to be the best they can be
- a clear set of RKLТ values, a celebration of equality and diversity and a working environment built on respect, kindness and promotion of positive wellbeing

We are pleased to offer a generous benefits package including our excellent pension scheme, £5k cycle to work scheme, discounted gym, family health, private medical insurance and dental care plans, discounts and online offers at major high street/online retailers, home technology benefit and our employee assistance programme accessible by you and your family.

Next steps

To discuss the role or pay us a visit, please contact our HR Team at CAHR@ca.rklt.co.uk

For access to our recruitment guidelines and our online application form click [here](#)

Final deadline for applications is 12pm on Monday, 20th January 2025 however, candidates are encouraged to apply asap as preliminary shortlisting may begin before this date.

#RKLТPeople

At the heart of excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sections of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/Vacancies

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