

# SHOEBURYNESSE HIGH SCHOOL

## Attendance Officer



Location:	Shoeburyness High School
Pay Range/Salary:	LV05 Point 8 to 12 £24,702 - £26,421 Actual salary £21,602.38 - £23,105.68
Start Date:	As soon as possible
Contract Type:	Permanent
Hours per week:	7.30am – 3.45pm Monday to Thursday, Friday 7.30am – 3.15pm 37 hours per week, term time plus INSET days
Application Closing date:	Tuesday 13 <sup>th</sup> February 2024
Date of Interview:	TBC

We are seeking to appoint an Attendance Officer to support the progress of students by working with the Trust, parents and students to achieve the best possible attendance.

You will be highly organised, efficient proactive and have exceptional administrative and organisational skills with an eye for detail. You will have strong communication skills with an open and approachable style to foster a positive work environment.

As part of SECAT we offer excellent CPD opportunities and support through our network of experienced professionals and access to the Local Government Pension Scheme and Benenden Health care. The post represents an exciting opportunity to be part of a vibrant and ambitious School working within the Southend East Community Academy Trust.

Please visit [www.secat.co.uk](http://www.secat.co.uk) for an application pack and return completed forms to [hrhelpdesk@secat.co.uk](mailto:hrhelpdesk@secat.co.uk)

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

We are committed to recruiting and retaining a diverse workforce and encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented."

SECAT reserve the right to appoint before the closing date.

If you would like to visit the school, please contact Jill Saunders at:  
[jsaunders@shoeburyness.secat.co.uk](mailto:jsaunders@shoeburyness.secat.co.uk) or call 01702 292286 ext 3041.

SECAT reserve the right to appoint before the closing date if a successful candidate is appointed.