Easthampstead Park Community School

Ringmead
Bracknell
Berkshire
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Attendance and Punctuality Officer for Years 7 - 13

BG-I6 £11,604 per annum (£10.72 per hour) including London Weighting and Holiday Entitlement. Monday to Friday, 25 hours per week, term time only - hours of work 8.00am to 1.00pm

We are seeking to appoint a highly motivated Attendance and Punctuality Officer. The successful applicant will work closely with the Senior Leaders and WPA Educational Welfare Services to promote positive attendance and punctuality, including leading on first day calls. The successful candidate will be adept at forming positive relationships with parents, students and colleagues, have a sharp eye for detail and a high standard of both written and spoken English. As a big part of the role will be speaking to parents, the successful candidate will possess tact and diplomacy, but also be tenacious and resilient. The role will include responsibility for monitoring student attendance and punctuality, leading on the sanctions when students' punctuality does not meet our expectations and providing support for pastoral and senior leaders when interventions need to be put in place.

Easthampstead Park is a vibrant school which prides itself on holding traditional values. Our school culture marries high academic expectations with excellent pastoral care and support. The concept of community is at the very heart of our vision; we believe in a three-way partnership between parents, teachers and students, and are proud of our setting and the local community. Teaching and learning drives everything we do. An action-research based approach to teaching and learning has been central to our improvement journey in recent years, and we wholeheartedly believe in investing in staff's continued professional development in the same way that we expect our teachers to passionately invest in our students.

This is a very exciting time to join us. In recent years, we have made excellent progress, and at our last OFSTED inspection (November 2021), we were rated as 'Good' in all areas.

"Pupils enjoy coming to their happy and inclusive school. There is a strong ethos of mutual respect, courtesy and care for others."

"Pupils behave well in lessons and around school. They value the educational opportunities that they receive and want to succeed. Knowing their teachers have high expectations and want the very best for them encourages pupils to take pride in their work. Pupils confidently ask for help when they need it."

We aspire to be rated 'Outstanding', driven by a core belief that all of our students deserve nothing but the best possible teaching and support in order to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect for, and pride in themselves, their school and their community.

If you feel you have the necessary skills, mindset and determination to join us on our journey towards 'outstanding,' we would very much like to hear from you. Visits to the school prior to application are warmly welcomed.

Closing date: Monday 6th June 2022 at 9am
Interviews: Week commencing Monday 6th June 2022

Online applications can be completed via the Bracknell Forest Council link from the school website ***http://www.epschool.org/content/vacancies***. Should you require any further information, please telephone our Personnel Officer on 01344 390826 or email recruitment@epschool.org.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.