

# ATTENDANCE OFFICER

## Support Staff



Chase Terrace Academy  
Bridge Cross Road  
Burntwood  
Staffordshire WS7 2DB

### **Attendance Officer**

Permanent – Full time working Monday to Friday, 37 hours per week  
Salary: Grade 4 £24,790 - £25,183 per annum pro rata  
Actual salary : £21,527.14 - £21,868.44

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy in JTMAT, we are seeking to appoint an Attendance Officer to join our evolving organisation.

The successful candidate will work under the direction and guidance of senior staff to provide effective and proactive administrative support to the school in relation to the attendance of pupils and to provide effective and efficient first aid service to the school.

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

If you want to discuss this role, please contact Mrs Sharon Jones – Headteachers' PA by emailing [s.jones@chaseterraceacademy.co.uk](mailto:s.jones@chaseterraceacademy.co.uk) or telephoning 01543 682286

Completed application forms should be emailed to [recruitment@chaseterraceacademy.co.uk](mailto:recruitment@chaseterraceacademy.co.uk)  
Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

**Closing date: 12 noon on Friday 29<sup>th</sup> November 2024**

**Selection/Interview: w/c 2<sup>nd</sup> December 2024**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview. Please review our Privacy Notice for Job Applicants for the lawful basis for processing and retention.

John Taylor MAT is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.

Please review our Recruitment Pack on the school website before submitting your application.