



Start Date: 1 September 2024

Job Title: Part Time Attendance Manager

Job Grade: SCALE G (points 18 – 22)

Hours: 7 hours per week term time plus 1 week- Fridays 8.00 a.m. to 3.30 p.m. (30 minute unpaid Lunch break)

Salary: £4,762 - £5,103

Closing date: Friday 12th July 2024 at 9.00 a.m.

We reserve the right to close advertisement early. Advertisements will therefore close the day the decision has been taken to close the advertisement early.

Interview date: Wednesday 17th July 2024

Notre Dame High School is an 11-18 highly successful and oversubscribed Roman Catholic school with Academy status. We are part of the St John the Baptist Catholic MAT. We are a 2024 Ofsted rated 'Good with Outstanding features' school, one of only 37 EEF Research Schools nationally, and one of the 87 designated Teaching School Hubs nationally.

We are looking to appoint someone who has the necessary knowledge, skills and experience for this **one day** a week Attendance Manager post.

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;
- a driven focus on reducing staff workload.

For an application form and further details including a job description and person specification, please visit our website at [Notre Dame High School - Vacancies \(ndhs.org.uk\)](https://www.ndhs.org.uk/vacancies)

Preliminary visits to the school or discussions regarding the post are welcome by arrangement with Dr Stevenson Deputy Headteacher sstevenson@ndhs.org.uk

Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities.

We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.

The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Successful applicants will be required to provide references and undertake an Enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and Child Protections practices of the Trust.