



Headteacher: Ms Tracey Reynolds BA (Hons) MA (Ed)



BUDEHAVEN
COMMUNITY SCHOOL

May 1st 2019

Dear Applicant,

Thank you for your interest in the post of **Attendance and Admissions Officer** at Budehaven Community School. This post has a starting salary of £17, 364 (FTE) with progression on successful completion of a probation period.

We have high expectations for our students and their attendance. We want our students to attend regularly so that they can take full advantage of their education. The post holder will promote and support high levels of student attendance, working closely with students and their parents/carers to improve levels of attendance and in so doing, support students to achieve their full academic potential and realise their ambitions.

The attendance officer will work closely with the school's pastoral and behaviour teams and with the senior leadership team. They will need to track and collate attendance data and information, making sure that any trends and patterns are not only brought to the attention of the pastoral team, but that they are effectively analysed. We would like the post holder to play an active part in interventions that may be required, liaising with students, EWO and parents/carers. The post holder will also be responsible for liaison with prospective parents and students ensuring effective admission to the school.

We are looking for someone who is enthusiastic, organised, professional, analytical, a problem solver, enjoys working with children and their parents, and understands the great importance of this role and its wider safeguarding implications. The post holder will need to have good ICT skills and experience of using SIMs and excel is critical to the role.

If you wish to apply for the role, please complete an application form and submit to clarebrown@budehaven.cornwall.sch.uk by 17th May 2019. We intend interviewing shortly after.

At Budehaven we are committed to the safeguarding of our students and the successful candidate will be subject to an enhanced Disclosure and Barring Service Check.

We very much look forward to receiving an application from you.

Yours sincerely,

Tracey Reynolds
Headteacher

