

Job Ref: 0.4 Attendance Officer
Salary: F20-F24 dependent on experience
Contract Type: 0.4 (2 full days – the days are negotiable)
Term of Contract: PERMANENT
Required From: August 29th 2024

Dunkirk prides itself on:

- The excellent behaviour and learning attitudes of our children
- The caring, supportive and collaborative nature of our staff
- The culture of calm focus and kindness to all
- The promotion of children Taking Action to change their world!

We serve a diverse, and highly mobile, community where 58 languages are currently spoken. Whilst this could be seen as a challenge, we see this as an opportunity to learn from each other's cultures, faiths and beliefs.

The Governors of this diverse city-school, based over two campuses, are seeking to appoint an adaptable, passionate and understanding attendance officer who is determined to rigorously challenge persistent absenteeism therefore improving attendance and outcomes for the children at Dunkirk.

The successful candidates will:

- **have high expectations for themselves and the Dunkirk families**
- **challenge with compassion showing skills of listening and understanding whilst also not tolerating poor attendance**
- **work well as a team of dedicated staff**
- **have a positive, flexible and solution-based outlook to improving attendance**
- **demonstrate understanding and have commitment to equal opportunities.**

Dunkirk Primary School can offer you;

- **continuing and wide-ranging professional development through local, national and global opportunities**
- **motivated, empathetic and well-behaved children**
- **an involved and supportive staff team who work closely to create meaningful and memorable experiences.**

The successful candidate will have to meet the requirements of the person specification in order to be offered the post, will be required to undergo a full enhanced DBS check and must be eligible to work in the UK. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process and this may include online searches.

We welcome applications regardless of age, gender, ethnicity or religion.

Please contact the school on 0115 9153273 or by email to admin@dunkirk.nottingham.sch.uk to arrange a visit or for an application pack.

CLOSING DATE and SHORTLISTING: Midday on Monday 8th July

INTERVIEWS WILL BE HELD ON: Monday 15th July