

**MONKSEATON HIGH SCHOOL**

**13 – 18 Mixed Comprehensive**

Seatonville Road, Whitley Bay, Tyne & Wear NE25 9EQ  
Telephone: (0191) 2979700 Fax: (0191) 2979701

**Job Title: Attendance Officer**

**Scale: Grade 7 Salary: £19,210 – £21,165 p.a. pro rata**

**Closing Date: 12<sup>th</sup> July 2017 – 11am**

**Contract: 1 Year fixed term (1<sup>st</sup> September 2017)**

**Hours per week: 37 plus specified days**

**Work Pattern: 8am – 4pm (Mon-Thurs) 8am-3.30pm (Friday)**

We are seeking to appoint an enthusiastic, self-motivated and flexible individual, to be responsible for managing student attendance across the school. This is an exciting opportunity to join our team of staff in an outstanding school.

The successful candidate will need outstanding interpersonal skills and will work closely with students and their parents, staff and the Behaviour and Education Support Team to support and maintain the excellent behaviour and attendance in our school.

Monkseaton High 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. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.

The post is advertised 37 hours per week and is term time only over 195 days for 1 year.

Application forms and further details are available via email request from [lilian.richmond@monkseaton.org.uk](mailto:lilian.richmond@monkseaton.org.uk) or by contacting the school on 0191 2979700

Completed forms should be submitted direct to the school by email to:

**[lilian.richmond@monkseaton.org.uk](mailto:lilian.richmond@monkseaton.org.uk) or by post to Lilian Richmond, Monkseaton High School, Seatonville Road, Monkseaton NE25 9EQ**