Weatherhead High School

A high performing academy providing excellence for all

An 11 – 18 Girls' Comprehensive School
NOR 1590, including 300 in a mixed Sixth Form
Headteacher: Miss A Whelan, BA Hons, MSc, NPQH

Required: as soon as possible

ATTENDANCE OFFICER

An outstanding opportunity at an outstanding School

An Attendance Officer is required to undertake duties in respect of recording and monitoring student attendance within the busy Student Services team. The successful candidate will have excellent communication skills and be proficient in the use of Microsoft Excel for the purposes of producing graphical analysis and reports. You will also need to be well-motivated and able to multi-task whilst maintaining high standards of accuracy. Previous experience of working in a school office would be an advantage but is not essential.

Weatherhead High School is an extremely successful school. We have recently been accredited 'World Class Schools' status (December 2018) giving us recognition that we have moved beyond our 'Outstanding' Ofsted status and have improved student progress, aspiration and achievement to such an extent that our students rival those of the best schools' nationally and internationally. We are the only non-selective school in Wirral and Merseyside to have been awarded this quality mark.

36 hours per week, Monday to Friday 8.00 am – 4.15 pm, 41 working weeks.
Salary NJC points 4 - 5 £16,734, within the range £16,734 to £17,070 (actual)

For further details and an application form, please telephone the school or download the relevant files from **www.weatherheadhigh.co.uk** A letter of application with the application form, including names and addresses of two referees, should be returned to the Headteacher, via post or email. Please note we are only able to accept application forms downloaded from our website.

Closing Date: Monday 24th June 2019

Weatherhead is committed to safeguarding the welfare of children and young people. An enhanced DBS will be required for this post. Weatherhead is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation or religious belief.

Email: schooloffice@weatherheadhigh.co.uk
Tel: 0151 631 4400 **Breck Road, Wallasey**
Fax: 0151 637 1805 **Merseyside CH44 3HS**