**Title:** Attendance Officer

**Salary:** NJC Pts 5-7 £19,312-£20,092 FTE (Actual Salary £16,610-£17,274)

**Hours:** 5 days per week – 37 hours Term Time Only (less 30 minute unpaid lunch break)

**Responsible to:** Cover & Work Experience Co-ordinator

**Start Date:** As soon as Enhanced DBS and satisfactory references received

We have a fantastic opportunity for a highly organised Attendance Officer to join our school. The successful candidate will need to work well under pressure, be able to work to strict deadlines and be highly motivated.

**How to Apply:**

Closing Date: Monday 27th September 2021 at 9am

Interview Date: W/C 27th September 2021

The application is by letter and application form. CVs only will not be accepted. In your letter please outline why you would be suitable for this post and detail any relevant experience. This should be no more than 2 sides of A4. Candidates should use the non-teaching application form which can be found on the school website at <https://www.murraypark.derby.sch.uk/key-information/vacancies/> . Email applications are welcome and should be addressed to [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

**Postal applications should be sent to the address below to be received by the closing date:**

HR Department

Murray Park School

Murray Road, Mickleover, Derby DE3 9LL

Tel: 01332 515921

If you require any further information please contact our HR Department on 01332 515921 or email [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

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**Recruitment Policy**

**This application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.**

* **Child Protection and Safeguarding Policy**
* **Recruitment of Ex Offenders**
* **The Equality and Diversity Form**
* **GDPR Privacy Notice**

**These documents can be found using following the link:** [**https://www.murraypark.derby.sch.uk/key-information/vacancies/**](https://www.murraypark.derby.sch.uk/key-information/vacancies/)

**Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.**

**This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.**

The school is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check.

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