**Attendance Officer - Busill Jones Primary School**

**SHINE Academies**

**Permanent – Term Time only + 1 week – 37 hours per week**

**Grade 4** - Point 7 -11 **(£22,369 - £24,054 pro rata)** pay award pending

**Pro Rata Salary** – Approx £19682

SHINE Academies has an exciting opportunity for someone to join Busill Jones Primary School as Attendance Officer, starting November 2023 or as soon as possible.

SHINE Academies is committed to improving the outcomes for all children within its care and educating the whole child. The Trust currently comprises of four primary schools; including Busill Jones Primary School in Bloxwich and we are expected to grow to five schools this academic year. All of our schools are large and therefore progression opportunities are plentiful.

The Attendance Officer role is a highly valued member of the Administration Team.

**We are looking for an Attendance Officer who:**

* has excellent communication skills
* Is enthusiastic, motivated and able to work on their own initiative
* Is organised with high attention to detail
* Is an effective team player
* Has excellent IT skills
* Is supportive of SHINE Academies values of **Striving in Harmony to Inspire, Nurture and Excel**

**SHINE Academies can offer you:**

* The opportunity to become a member of a highly skilled and successful team who all work to the same ethos
* A warm, friendly and welcoming environment to work in
* Committed and supportive leaders
* Talented, enthusiastic and caring pupils
* Exceptional CPD opportunities
* A wellbeing package including an annual term time wellbeing day and Employee Assistance Programme
* A committed and supportive Trust Board and Local Governing Body
* Opportunities for personal growth and career development
* Free on-site parking

Visits to the school are encouraged and welcomed!

Please contact [jobs@shineacademies.co.uk](mailto:jobs@shineacademies.co.uk) to arrange a visit to Busill Jones Primary School, Ashley Road, Walsall, WS3 2QF

**Closing date: 18th October 2023 at 12 noon**

**Interviews: Week commencing 23rd October 2023**

To apply please complete the application form and submit it to [jobs@shineacademies.co.uk](mailto:jobs@shineacademies.co.uk) by the deadline shown in the advert. CV’s will not be accepted.

SHINE Academies is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Therefore, this post requires an Enhanced Disclosure and Barring Service check.

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**How to apply and contact details**

* E-mail: [jobs@shineacademies.co.uk](mailto:jobs@shineacademies.co.uk)
* Telephone: 01922 710700
* Fully completed Application Forms only, CV’s cannot be accepted.