



# Whitehill Primary School

## Attendance Leader

This permanent, full-time post is for 38 weeks per year (term-time only); 20 hours per week (08:30-12:30). Start date May 2019.

Salary will be between TDET Range 3 £15,628 - £17,188 per annum (pro rata to £6,966-£7,661) and TDET Range 4 £17,188 - £18,058 per annum (pro rata to £7,661-£8,050) depending on experience.

**Whitehill Primary School:** Gravesend. <https://youtu.be/juue-YQjULg>  
[/http://whitehillprimary.kent.sch.uk](http://whitehillprimary.kent.sch.uk) / [www.facebook.com/whitehillprimaryschool](http://www.facebook.com/whitehillprimaryschool)  
[/www.twitter.com/WhitehillPS](http://www.twitter.com/WhitehillPS)

Use your communication and administration skills to make a difference and improve life chances. Help support children and families within a strong, inclusive school environment. Whitehill Primary builds confident, ambitious and independent learners through having the highest aspirations. Attendance is crucial; being in school allows children to thrive. Your role will be reporting to, and working closely with, our highly experienced and skilled Family Liaison Officer. You will be supporting and challenge families and children to attend our thriving school.

### The Role:

- Reporting to, and working in partnership with, the Family Liaison Officer
- Overseeing parental absence reporting
- Communicating with parents, including by telephone, in writing and face to face, to understand, support and challenge reasons for absence
- Making visits to family homes, with the Family Liaison Officer, as part of the communication process
- Working with families through attendance improvement plans
- Supporting the running of attendance initiatives and incentives
- Promoting importance of attendance within the school
- Communicating with multi-agency colleagues as directed by the Family Liaison Officer
- Maintaining information and records crucial to ongoing processes
- Lots of training and development, in-house and external, to allow you to succeed

### The Person:

- Have strong communication skills
- Be prepared to support and challenge families, colleagues and multi-agency colleagues
- Have strong administration skills
- The ability to be confidential and professional
- Have a driving licence with no more than six points

- Have own car and be willing to use it for work purposes (will be expensed for mileage)
- Be able to follow processes and procedures
- Experience of working in schools is not essential

Visits to the school are actively encouraged. To arrange please contact Lianne Pond, PA to the Headteacher, on 01474 352973 or [lpond@whitehillprimary.kent.sch.uk](mailto:lpond@whitehillprimary.kent.sch.uk).

Initial applications can be made on line, or on downloaded application forms (email to [jlumley@whitehillprimary.kent.sch.uk](mailto:jlumley@whitehillprimary.kent.sch.uk)). CV's will not be accepted.

**Closing Date: Monday 25<sup>th</sup> March, 2019**

**Interview Date: Thursday 28<sup>th</sup> March, 2019**

Whitehill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school will conduct all necessary safer recruitment checks before employment commences.

This post is subject to pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, reference checks, identity and proof of right to work in the UK. Whitehill Primary School is an equal opportunities employer.