

# **Ebor Gardens Primary Academy**

## **Requires**

# **Attendance Officer**

**Permanent contract**  
**20 Hours (Mornings) Term Time Only + 5 Training days**  
**Point 22-25**  
**Full Time Equivalent Salary £21,074 Actual salary £9,700 pa**

- **Are you self-motivated, customer-focused and organised?**
- **Enjoy working as part of an inclusive team?**
- **Have a commitment to supporting the work of education leaders and who are passionate about learning?**
- **Interested in working in a vibrant multi-cultural primary school, where you can make a real difference in the lives of children and their families?**

We require a determined, creative and enthusiastic Attendance Officer who believes in an inclusive approach to education and has a desire to make a difference in the lives in our children. The successful candidate will work with our PSA and support staff to monitor and improve student attendance in school. We are looking for someone who can both build relationships with our diverse community of parents but also follow through processes if support is not achieving results. Ideally, you will have previous experience in working with a school, be enthusiastic and adaptable, have the ability to use own initiative and be able to communicate well with children and adults. However, for the right candidate with limited school experience a full training package could be available

Ebor Gardens is a fast improving school with over 400 students on roll, in the Burmantofts area of the city. We are part of Wellspring Academy Trust, which currently has three other primary schools and one special school in the city. We are a values driven organisation who is inclusive in nature and we are looking to recruit people with values that match ours.

### **Our Trust – Wellspring Academy Trust**

Wellspring Academy Trust is a growing Multi-Academy Trust with fifteen Academies and five Free Schools in pre-opening. We are committed to making a difference to the lives and life chances of the young people and the communities we serve.

As the Trust continues to grow, we can offer pathways for ambitious and dynamic individuals who are determined to make a difference. We value our people; collegial working at all levels is central to our culture. High quality induction training and ongoing professional development support are guaranteed. There will be a broad range of opportunities for you to realise your professional vision and ambitions within the Trust.

Ebor Gardens is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**We welcome candidates visiting before applying. If you would like to discuss or find out more about this post, please contact Carol Wathen, Learning Support Manager, in the first instance via email [c.wathen@wellspringacademies.org.uk](mailto:c.wathen@wellspringacademies.org.uk).**

**Please submit an application form and covering letter, of no longer than two sides of A4. The letter should outline why you feel your experience makes you a strong applicant for**

**this exciting opportunity, highlighting your recent experience.**

**The deadline for electronic submissions is noon Monday 25<sup>th</sup> March 2019**  
**Completed applications should be e-mailed to Jeni McCormack, Senior Office Manager.**  
**[jeni.mccormack@eborgardensacademy.co.uk](mailto:jeni.mccormack@eborgardensacademy.co.uk)**

**We anticipate that interviews will take place soon after this date.**

Useful Links:

<https://eborgardensprimary.co.uk/>

<http://wellspringacademytrust.co.uk/>

<http://barnsleytsa.net/>