

Attendance & Data Officer

Term Time Only plus 10 days, Maternity Cover
SC6 £27,402 - £29,010 FTE

We wish to appoint a dynamic and efficient Attendance & Data Officer for one year to play a key role in the next phase of our development from a Good to Outstanding School.

Haggerston School was judged 'good' by OFSTED in October 2017. The OFSTED report noted: "Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways. These include providing training to meet their individual needs. Teachers new to the profession value the high-quality mentoring and support that they receive. They also appreciate the career opportunities provided by the school."

We are currently seeking an experienced Attendance & Data Officer who will:

- raise attendance and punctuality across the School, measure attendance and punctuality and innovate strategies for improving attendance and punctuality
- support the school's Data Manager to provide a data management and Information service to the school and its stakeholders

We can offer you:

- staff who are collegiate, committed to their own professional development and to improving outcomes for the students here
- an excellent physical environment refurbished and extended under BSF
- a school committed to your professional development
- work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school's website or you can request one by contacting the HR Department via e-mail: recruitment@haggerston.hackney.sch.uk

Application forms can also be returned to HR via email.

Application closing date: Thursday 28th June 2018, 12 noon
Provisional Interview and Assessment: Tuesday 3rd July 2018

Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.