

Attendance Officer, Partnership Learning

Actual Salary: £17,582 - £19,625 per annum, PL pay scale point 22-26, Plus Car User Allowance

Location: Primarily Barking and Dagenham.

Contract type: Part Time 21 hours per week across 3 days, Term time plus 2 weeks per annum

Contract term: Permanent

Partnership Learning, a growing Multi-Academy Trust, is seeking an Attendance Officer to provide a high standard of support to the Trust Attendance Service and Schools in their use of legal sanctions to improve school attendance. The successful candidate will specifically work to the national and local priorities to improve schools attendance, issue fixed penalty notices when required and to collate and analyse data and produce reports.

Currently based in the London Borough of Barking and Dagenham, Havering, Waltham Forest and Southend on Sea, Partnership Learning are responsible for four free schools/academies and nine established schools – UTC, secondary, primary, all-through and special - serving over 10,000 pupils with 1,500 staff across all sites. The Trust will grow as its current and approved new schools grow and it is planning to expand further in the coming five years.

As Partnership Learning are expanding our service provision to schools outside of the trust we are looking for applicants with pastoral experience, preferably in an education or Local Authority context, who have the capability to assist and as required lead in the day to day support of the above sites to conform to Trust attendance standards.

The Trust Attendance Service has a statutory duty to consider legal actions such as, Magistrates Court, Fixed Penalty Fines and Education Supervision Orders when there is unauthorised absence from school. The main duties of this post are to work alongside the other Attendance Service Officers in fulfilling their statutory duties. This includes the issuing of Fixed Penalty Notices.

The post holder will have exceptional attention to detail and accuracy skills as these are statutory duties. Evidence for court is produced and on occasions the post holder will attend court. The post holder will also need outstanding data collection, analysis and presentation skills in order to produce information for the team and others on Attendance Service related areas of work.

It is essential that the post holder be able to work well in a multi-agency setting

Salary will be paid on the Partnership Learning Scale. Partnership Learning's Terms and Conditions for central team posts closely follow those for equivalent-level Local Government posts.

Further details and an application pack may be obtained from the Partnership Learning website: www.partnershiplearning.com

Closing date for applications: 12 noon on Monday 17 June 2024

Partnership Learning is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a social media check and a disclosure check, will be undertaken on all applicants. The successful candidate will be subject to an enhanced disclosure and barring service check.