



Hobart High School, Loddon



Attendance Officer

37 hours per week

Term Time plus one week (39 weeks)

Scale E - £20,802 (actual salary) point 7

Scale E - Fulltime pay range – point 7 (£24,294) to point 11 (£25,979)

Permanent

Required as soon as possible

Clarion Corvus Trust is seeking to employ an Attendance Officer/Pastoral Assistant at Hobart High School, Loddon. You will work within the Guidance Team to promote excellent attendance, reduce levels of absence and work with students and families to improve attendance and punctuality. We are looking for an enthusiastic, committed, hard working person with good organisational skills who can work in a flexible way to clear time deadlines.

Hobart High School is a highly successful converter Academy, and part of the Clarion Corvus Trust. We have an excellent reputation within the community and further afield for enhancing the life chances of our students. Hobart is a smaller than average 11-16 provider located in the heart of the beautiful Norfolk countryside but within 10 miles of the vibrant and historic city of Norwich.

We set high standards and we are ambitious for our students, staff and school so that we create excellence in a caring community.

Your opportunity

By joining Hobart High School, you will become part of a staff dedicated to and passionate about securing the best possible outcomes for our young people. We can offer you:

- The chance to work as part of a forward thinking dynamic team
- A creative and innovative environment
- Excellent opportunities for career and professional development
- A welcoming and supportive staffing body
- Enrolment to the Local Government Pension Scheme (if eligible)

Contact with the school is warmly welcomed and encouraged, please contact Marion Billington on 01508 520359 Ext: 230 to make arrangements for a call, virtual meeting with the Head of School or a visit.

For more information and a full application pack including job description and person specification, please see our website www.hobart.org.uk or email office@hobart.org.uk to request an application pack.

Please send completed application forms to riiocchi@hobart.org.uk

Closing Date: 3.00pm Friday 19 July 2024

Interviews: Tuesday 23 July 2024

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.

This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.