

## BANOVALLUM SCHOOL

### ATTENDANCE OFFICER

**G4 SCP9 Pro Rata  
(Actual Salary £13,655 p.a.)**

***We believe that every student whatever their background has the right to flourish, to achieve and to succeed and everything undertaken by Horncastle Education Trust should have this ambition at its heart.***

Horncastle Education Trust comprises four local schools; Banovallum School, Frithville Primary School, New York Primary School and Queen Elizabeth's Grammar School. The Trust was formed from a genuine desire to work more closely together following the success of existing partnership work between the schools. Having both secondary and primary schools that are geographically close is something we take a pride in as a Trust.

Banovallum School requires a capable, reliable and professional Attendance Officer commencing as soon as possible for 30 hours per week over the period of 39 weeks per year.

The successful candidate will be required to:-

- Promote whole school attendance
- Work with young people and families to improve levels of attendance and punctuality
- provide accurate attendance monitoring data

Banovallum is a mixed 11-16 over-subscribed secondary school at the heart of the local community. *Relationships between staff and pupils are very positive. Pupils trust their teachers to help them do the best they can. (Ofsted December 2017)*

The Support Staff Application Form can be found online [www.horncastleeducationtrust.org](http://www.horncastleeducationtrust.org). Send your completed form along with a covering letter telling us about your experience and the skills you could bring to our Trust to [admin@banovallumschool.co.uk](mailto:admin@banovallumschool.co.uk)

The closing date for applications is Friday 16<sup>th</sup> October 2020.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure.*

Banovallum School,  
Boston Road, Horncastle LN9 6DA  
Tel: 01507 522232 [www.banovallumschool.co.uk](http://www.banovallumschool.co.uk)