



Our Motto is "The Pursuit of Excellence"

Attendance and Education Welfare Officer

Hours: 37 hours per week, term-time only (including 5 training days)

Salary: Level 4, Point 14-22, £19,906.73 - £23,322.85 pro-rated (actual salary) per annum depending on experience

We are currently looking to appoint an Attendance and Education Welfare Officer to join our thriving Trust.

We are seeking to appoint someone who is ambitious, a strong communicator, and an effective team player who will work collaboratively to contribute to our vision of "the pursuit to excellence" to ensure success for all our learners. This is an exciting role working with many stakeholders and therefore involves a great deal of communication, both verbal and written.

The post-holder will act as the Trust's lead on all matters relating to student attendance data. Working with multi-agencies, particularly with Local Authority Early Help Teams, Multi-Agency Safeguarding Hub (MASH) and other partners, to remove barriers that exist for parents/carers in supporting their children to achieve their full potential.

Closing Date: Open until filled. Please note that we will be running this as a rolling recruitment and selection process during the recruitment campaign, therefore please submit your application at your earliest opportunity.

Applicants must complete the Trust's application form - we cannot accept CVs. When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered. An Application Form and recruitment information can be downloaded from our website www.woottonupper.co.uk or requested by email from recruitment@wootton.beds.sch.uk.

Please return the completed Application Form either by email to recruitment@wootton.beds.sch.uk or by post to the HR Department, Wootton Academy Trust, Hall End Road, Wootton, Bedfordshire, MK43 9HT.

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Wootton Academy Trust is committed to diversity in our workforce and welcome applications from all sections of the community. The role is covered by Part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role. All applicants must have the right to live and work in the UK.

A NOTE FOR RECRUITMENT AGENCIES - We prefer to hire people directly. We'll be in touch if we need you!