



Tadcaster Grammar School

Be Your Best Self

11-18 Mixed Comprehensive
Headteacher: Mr A Parkinson B.Sc. (Hons) M.Ed M.Sc

Attendance Officer Permanent, 37 hours, term time plus 10 days Grade E , £17,567 - £18,276

Tadcaster Grammar School is offering an exciting new opportunity to work as an Attendance Officer at our high achieving and successful school. We are seeking to appoint an experienced and enthusiastic individual, who will focus largely on maintaining accurate data, providing analysis and early identification of attendance issues to ensure that the school can work proactively with parents to avoid issuing penalty notice and court action. The successful candidate will be skilled in a solution focussed approach, collaborative working and enthusiasm to work with students, parents and carers in addition to school based staff.

This is a permanent position, 37 hours per week, term time only (plus 10 days), required from September 2021.

Tadcaster Grammar School is a fantastic place to work. We are offering a unique opportunity to be part of an enthusiastic team who are committed to enhancing the teaching and learning experiences for all our students, whatever their role in the organisation. Tadcaster Grammar School is part of the STAR Multi Academy Trust which is an exciting new venture strengthening our existing partnership with other local schools.

The STAR MAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

Applications for this post should be returned by 9.00 am on 18 May 2021

Interviews will be held 24 May 2021

Please direct correspondence to [Mrs R Evans HR Advisor](#)

If you require assistance in applying for this position, please contact us.

Tel: 01937 833466



Tadcaster Grammar School - Toulston, Tadcaster, North Yorkshire. LS24 9NB

Tel: 01937 833466 tgs.starmat.uk



The STAR
MULTI ACADEMY TRUST