



Start Date: Immediate

Job Title: Attendance Manager

Job Grade: Scale G points 18 – 22 Actual salary £25,175.30 - £26,977.29

Hours: 37 hours per week term time plus 1 week

We reserve the right to close advertisement early. Advertisements will therefore close the day the decision has been taken to close the advertisement early.

Closing date: Thursday 15th February 2024 at 9.00 a.m.

Interview date: Tuesday 27th February 2024

Notre Dame High School is an 11-18 highly successful and oversubscribed Roman Catholic school with Academy status. We are part of the St John the Baptist Catholic MAT. We are an Outstanding school, one of only 37 EEF Research Schools nationally, and a newly designated Teaching School Hub.

We are looking to appoint someone who has the necessary knowledge, skills and experience for this Attendance Manager Post.

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- great training, leading to great professional development and career progression;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;

For an application form and further details including a job description and person specification, please visit our website at www.ndhs.org.uk.

Preliminary visits to the school or discussions regarding the post are welcome by arrangement with Dr Stevenson Deputy Headteacher sstevenson@ndhs.org.uk

Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities.

We are unable to provide sponsorship for this position, so please ensure you have the right to work in the UK before you apply.

The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Successful applicants will be required to provide references and undertake an Enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and Child Protections practices of the Trust.