



King's Academy Easthampstead Park

It takes a whole community to raise a child.

Attendance and Punctuality Officer

Pay Grade: KGA05 (points 6 to 9) – FTE £27,202 to £28,968, starting on £14.10 per hour

Actual Starting Salary: £20,380 per annum inclusive of London Weighting and Holiday Entitlement

Hours: 33 hours per week, Monday to Friday, Term time only

Core Hours: 8.15am – 3.30pm Monday to Thursday, 8.15am – 2.45pm Friday including a 30 minute unpaid break to be taken flexibly.

We are seeking to appoint a highly motivated Attendance and Punctuality Officer. The successful applicant will work closely with the Senior Leaders and WPA Educational Welfare Services to promote positive attendance and punctuality, including leading on first day calls.

The successful candidate will be adept at forming positive relationships with parents, students and colleagues, have a sharp eye for detail and a high standard of both written and spoken English. As a big part of the role will be speaking to parents, the successful candidate will possess tact and diplomacy, but also be tenacious and resilient. The role will include responsibility for monitoring student attendance and punctuality, leading on the sanctions when students' punctuality does not meet our expectations and providing support for pastoral and senior leaders when interventions need to be put in place.

King's Academy Easthampstead Park is a co-educational, community comprehensive serving Bracknell South. As a school we strive to give our students every opportunity to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect and pride in themselves, their school and their community.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. We have a friendly and supportive staff who enjoy working with a student body that fully reflects our community. King's Academy Easthampstead Park, values diversity and promotes equality.

Our vision is to deliver a school judged as outstanding, that lives up to its values and beliefs. Our sense of community is built around the quality of relationships between staff, students and parents with the emphasis on respect and pride.

Applications may be considered upon receipt so you are encouraged to apply at the earliest possible opportunity.

To apply, please complete the application form which you can download from the advert on <https://www.kgaeasthampstead.uk/staff-vacancies/> or contact our Personnel Officer, at recruitment@kgaeasthampstead.uk. or 01344 390826.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues of concerns that may come up during the search at interview.



Ringmead, Bracknell, Berkshire, RG12 8FS
Tel: 01344 304567, info@kgaeasthampstead.uk
Executive Headteacher: Mr David Littlemore
Head of School: Mr Matthew Hall