

WOODLANDS SCHOOL



Woodlands Approach,
Nether Mayne
Basildon,
Essex SS16 5BA
Telephone: 01268-282146
Fax: 01268-531655

e-mail: woodlands@woodlandsschool.essex.sch.uk



Roll: 1500

Mixed Comprehensive (11-16)

Aspiration, Resilience, Opportunity, Excellence, is our ethos. These four pillars underpin all we do and drive us forward as one inclusive learning community.

We have the privilege to be able to teach and learn, as an 11-16 Academy, in a £26 million building. Woodlands School is proud to serve the people of Basildon and we are constantly striving to be better. We are focused on ensuring academic excellence for all our youngsters, allowing them the opportunity to thrive at further and higher education. We encourage all of our youngsters to have the highest of aspirations and look to equip them with all the tools they need to become even more resilient. We offer the widest opportunities to ensure excellence becomes a habit.

Our expectation is that all at Woodlands School work hard and are self-motivated. All are to lead their own learning, be polite and respectful. Our boundaries are clear and they support all in ensuring they can maintain the highest standards.

We will provide a wealth of opportunities to learn in and beyond the classroom. Adding cultural capital and ensuring experiences develop the whole child.

Required ASAP

**ASSISTANT ATTENDANCE OFFICER
SCALE 5 POINT 9 (POINT RANGE 9 TO 12)
TERM TIME ONLY (38 WEEKS) 32 HPW
ACTUAL STARTING SALARY INC FRINGE £17,253.59**

We are seeking to appoint an Assistant Attendance Officer for 32 hpw term time only (38 weeks per year). The hours are 08:00 to 15:00 Monday to Thursday and 08:00 to 14:30 on Friday with 30 minutes for lunch. The primary focus of the post is to work with children and families to promote high levels of attendance, ensuring all pupils achieve their full potential. Establishment of a professional approach and service will encourage positive attitudes from both pupils and families towards education. This will be accomplished by developing and sustaining positive working relationships with key school staff and families. Experience of working in a secondary school is preferable but not essential.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The appointment is subject to satisfactory references, DBS check and Occupational Health clearance.

An application form and job description are available on our website or alternatively if you need further information, please email the HR department, on hr@woodlandsschool.essex.sch.uk

Closing Date Friday 15 September 2023, midday



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SCHOOL

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