



Holmer Green Senior School

Work Hard, Be Kind, Have Passion



Holmer Green Senior School is committed to the welfare and safeguarding of all its students and therefore all appointments are made subject to satisfactory Enhanced DBS, qualification and pre-employment checks

As part of the shortlisting process, we will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

Attendance Officer

Bucks Pay Range 3: Full-time 37 hours Term time only

BP 3 £27,310 - £29,295

Actual Salary £23,158 - £24,842

Holmer Green is a popular 11 to 18 school with 1200+ students (100+ in the Sixth Form) and is expanding. As a school we are in the top 10% of schools nationally for KS4 progress and in the top 5% of schools nationally for KS5 progress. As part of our expansion plan we now have a range of new modern facilities.

We can offer 8 staff training days (not the 5 you find in most schools), a two-week October half term, professional development of a high standard. We take our staff well-being seriously and offer weekly activities, like team sports and a smart fitness suite.

We are looking for an Attendance Officer to manage the administration of attendance for all our students, aiming for 96% for all.

This is a varied, challenging and highly interesting role and we are looking for either experienced or inexperienced candidates who can be proactive and have a good eye for detail.

For an application pack, please see our website www.holmer.org.uk

Applications to be returned to Mrs Liz Barber barberl@holmer.org.uk

Closing date for applications: Friday 13 December 2024 at 9.00am
Interviews: Date to be confirmed

We reserve the right to interview and appoint a suitable candidate before the closing date