

The Oldershaw School

Valkyrie Road
Wirral
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E: schooladmin@oldershawschool.co.uk



Executive Headteacher: Mr S Fisher
Head of School: Mrs R Sagar

www.oldershawschool.co.uk
Company Reg: 07652792

Attendance Clerk
Permanent Contract to start asap
39 weeks per year, 36 hours per week
Band F – SCP 14 – 17
Actual salary £24,839 – £26, 085 (FTE salary £28,624 - £30,060)

Our over-subscribed school is looking to appoint an Attendance Clerk to work, as part of the wider attendance and pastoral teams, with Oldershaw children and their families to address issues that have become barriers to good attendance and punctuality.

This position would suit someone with outstanding levels of personal resilience, good humour and a team-orientated approach to work, and the relevant skills and experience in administration and school systems. An unswerving focus on the best possible outcomes for all children, no matter the context, is an absolute prerequisite.

We are committed to supporting our staff, we can offer an Employee Assistance Programme (Health Assured), comprehensive CPD programme, Occupational Health, Free Parking, Bike to Work Scheme and paid birthday leave.

Further details and an application pack can be obtained from the school's website.

Your application form, covering letter and CV supporting your application should be submitted to: HR@oldershaw.wirral.sch.uk for the attention of Mrs A Jackson.

This post is subject to an Enhanced DBS check. The school is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment.

The school is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation.

Please note applicants must provide evidence of the right to live and work in the UK.

Closing Date: 13th May (9am)

Interviews Date: TBC