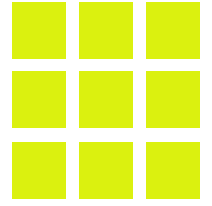


# Striving for Excellence

## Nine Acres Primary School Job Advert for an Assistant Attendance Officer



**Job Title: Assistant Attendance Officer**

**Vacancy: Spring to Summer Term**

**Positions available: One Y5 or Y6 pupil**

### **Job Description**

An Assistant Attendance officer is required to assist Mrs Dyer and Miss Colenutt in promoting **ATTENANCE AND PUNCTUALITY** across the whole school.

The role will include jobs such as:

- Maintaining the whole school attendance board
- Presenting the weekly attendance award during assembly.
- Presenting certificates and prizes when appropriate.
- Speaking with pupils about morning routines to support them getting to school on time.

You will be required for 2 sessions per week, 1 just before assembly on Friday mornings, the other to be arranged when needed.

### **Salary:**

Paid per session

### **Who are we looking for?**

We are looking a reliable and responsible pupil in Year 5 or 6 who understands that every day in school counts towards future success. You must value your education and set an example to other children in your own attendance and punctuality.

### **You will need to be:**

- **Patient**
- **Positive**
- **Persuasive**

**Application open: Monday 20<sup>th</sup> February 2023**

**Application Deadline: Thursday 2<sup>nd</sup> March 2023 at 3pm (Hand to the school office)**

**Interview: Monday 6<sup>th</sup> March 2023**

**Line Manager: Miss Colenutt**