

## Outwood Academy City

### Attendance Manager 37 hours x 41 weeks

Required to start as soon as possible

Salary Grade 5 SCP 22 to 27 - £18,575.96 to £21,734.44 – Actual Salary

#### **Outwood Grange Academies Trust seeks applications from outstanding applicants with integrity, imagination and energy for this rewarding role.**

Serving the city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later. Prior to achieving Academy status, just 43% of students achieved five GCSEs at Grade A\* to C, including English and Maths; Students achieving English and Maths A\* to C combined over the last 2 years has been 69% and 68% with a progress 8 score well above the national average. In 2017, almost 70% of students passed both the new GCSEs in English and Maths. The academy is popular and numbers on role are increasing significantly year on year. We have a talented team of staff, who are committed to improving the life chances of all students irrespective of their background or starting points. If you believe in raising standards and transforming lives then this is the post for you.

This is a fantastic opportunity for a highly motivated and driven individual. The successful applicant will report directly to the Senior Leadership Team and join a strong team whose single goal is 'Students First'. You must possess the skills and determination to make a significant difference to the lives of our students. The purpose of this post is to fulfil our responsibility in the improvement of attendance and enhance the life chances of our students in Outwood Academy City. The successful candidate will line manage an Attendance Officer and an Attendance Admin Assistants and will have overall responsibility for ensuring attendance targets are met for the Academy.

The successful candidate will have excellent communication skills, good time management, have the ability to multitask and be able to work to tight deadlines. This role will necessitate accuracy, attention to detail and excellent organisational skills. Candidates must have experience of working within an attendance role in a school environment, with an emphasis on dealing with persistent absentees. The role will involve enforcement of penalty notices and you will require an excellent knowledge of the law in this area and be able to adhere to the academy's policies and procedures.

The academy benefits from being part of the Outwood Family of Schools and you will be joining a highly innovative, inspirational and ambitious organisation. The Trust guarantees every member of staff CPD and development opportunities.

The successful applicant will be required to work as part of a dedicated team of staff and relate to a wide range of staff and students within the Academy.

Applications are invited from suitably experienced individuals with the energy and confidence to become an integral part of the Academy.

Full details of the post can be found on the recruitment page of our website:  
**[www.city.outwood.com](http://www.city.outwood.com)**.

**To apply for this post please complete the online application from our website under vacancies. CV's will not be accepted**

**Closing date: Monday 8<sup>th</sup> January 2018 (12pm)**

**Interview date: Thursday 11<sup>th</sup> January 2018**

Outwood Grange Academies Trust are currently going through a Job Evaluation process.

*We are committed to safeguarding and promoting the welfare of our students. All offers of employment will be subject to enhanced DBS Checks.*