



The school is seeking to appoint an enthusiastic and committed individual for the following role,

**Sixth Form Attendance Administrator – Fixed Term
Required ASAP to August 2025
Term Time Only - 35 Hours Per Week
NJC Grade 4 Point 7 - 11 (Actual Salary £22,007 – £23,456 Per annum)**

“School leaders are relentless in developing a culture of high standards, inclusiveness and personal well-being. Consequently, pupils feel safe and well supported”

“The school community is highly motivated and positive. Pupils are very positive about their school life

‘Committed to safeguarding and promoting the welfare of children’

Under the direction of the Head of Sixth Form, The Sixth Form Attendance Administrator will be responsible for ensuring that all statutory requirements linked to attendance and punctuality are accurately fulfilled. This role involves supporting the Sixth Form’s pastoral management system by working with the key staff, students and the wider community to encourage students to maintain full attendance.

Whalley Range 11-18 High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be **subject to appropriate vetting procedures and a satisfactory Enhanced Check from the Disclosure and Barring Service** prior to starting.

We understand that investing in our staff is the best investment in our students and offer a wide range of strategies to help our teachers and support staff be highly effective in their roles.

Employee benefits include: -

- Health Care Cash Plan
- Generous Pension Scheme
- Employee Assistance Programme
- Cycle to Work scheme
- Free parking
- Professional Development and Training
- Company sick pay dependent upon service
- Blue Light Card

Further information and application form can be downloaded from the trust website:
<https://gmetrust.org/careers>

Please return your application form to recruitment@wrhs1118.co.uk by **12 noon on Tuesday, 19th November 2024**.

Interview date to be confirmed.

If you have any questions, please contact the school on the address above or telephone number or email: recruitment@wrhs1118.co.uk

As it is not possible to inform each applicant if they have been selected for interview, if you have not been contacted within 5 days of the closing date, please be aware that you will not have been successful on this occasion.