



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

**Attendance Support Officer**

**Required ASAP**

**Permanent**

**Term Time Only +1 week – 35 Hours per Week**

**Grade 4 Points 7- 11 (Actual Salary £22,007 - £23,456 Per Annum)**

Parrs Wood High School is a thriving and popular secondary school in South Manchester with a richly diverse and truly comprehensive student body which has been judged by Ofsted to be good in all areas. We are a member of the Greater Manchester Education Trust; we are passionate about our students and our community.

We are seeking to appoint a motivated Attendance Support Officer, to provide a comprehensive and high quality support service to the school to improve overall school attendance. The successful candidate will have knowledge and understanding of statutory legislation, guidelines and policies on attendance. The post holder will report to the School Attendance Officer, to ensure every student has the opportunity to thrive by promoting excellent attendance and punctuality. This role includes access to a school car for use for student home visits.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check and other pre-employment checks.

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 Cash Plan

Generous Pension Scheme

Employee Assistance Programme

Cycle to Work scheme

Free parking

Professional Development and Training

Company sick pay dependent upon service

Electric Car Scheme

Further information and application form can be downloaded from the trust website:

<https://gmetrust.org/careers>

Please return your application form to [recruitment@pwhs.co.uk](mailto:recruitment@pwhs.co.uk) by **12 noon** on **Monday 17<sup>th</sup> March 2025**.

Interviews to be held week commencing Monday 17<sup>th</sup> March 2025.

If you have any questions, please contact the school on the address above or telephone number or email: [recruitment@pwhs.co.uk](mailto:recruitment@pwhs.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 working days of the closing date, please be aware that you will not have been successful on this occasion.

