



Arts & Media School
ISLINGTON

Attendance Manager

(Non – teaching position)

35 hours per week (Term Time Only)

Permanent role (subject to 6-month probation period)

Start Date: A.S.A.P

Grade SO1 scale point 23 - 25 ,

Actual Prorated Salary : £27,876 - £28,888

We are a comprehensive inner London secondary school with a diverse intake of students from a wide variety of backgrounds and cultures. We were graded as Good in all aspects during our last Ofsted Inspection (Nov 2017).

We are looking to appoint an Attendance Manager to support the whole school administration. You will be an experienced school attendance operative with excellent organisational and interpersonal skills. You will have a flexible approach to working and have good ICT skills. You will manage the school attendance administration and be an integral part of the school support team.

You should have a good working knowledge, understanding and experience of the following;

- Working within a school setting
- Student attendance legislation
- Safeguarding legislation and practice
- Able to work independently as well as within a team
- Proactive and Flexible
- Good and clear communication skills
- Strategic Planning
- Emotional Intelligence
- Knowledge/Understanding of school based systems
- Excellent interpersonal skills, an empathetic nature and role model
- Able to adhere to strict deadlines
- Understanding of GDPR
- Policy Management

Closing date for applications: Friday 5th February 2021 @ 2pm

Shortlisting: Monday 8th February 2021

Interviews: From Monday 8th February 2021 (TBC)

Applications should be returned to: h.king@amsi.school.

If you feel this role is for you and you would like to apply, please download an application form from our website

We do not accept applications from agencies or via C.V's