



Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

Required 1st November 2023

Attendance Support Officer/Assistant Learning Manager Maternity Cover
(HC05 equivalent £11.39 to £12.47 p/h)
Part time up to 30 hours a week initially

We are looking for a highly motivated, positive and flexible team player with excellent communication and organisational skills who enjoys working with data and has relevant experience.

As Attendance Officer you will work with the team to develop strategies to monitor and improve student attendance across the school including working with external agencies and making home visits with another member of the team.

As the Assistant Learning Manager element of your role you will assist the Learning Manager with supporting students, staff and families.

Although initially this is for maternity cover, for the right candidate there is the potential to develop into a more permanent role.

Please visit our website www.fairfield.hereford.sch.uk to find out more about our outstanding school and to download an application pack. Please ensure your application makes clear how your experience to date will support you in making a success of this post, and what qualities, skills and experience you hope to bring to it.

This post is subject to full enhanced DBS clearance. Fairfield is committed to safeguarding young people and ensuring the wellbeing of everyone in our school community.

Closing date for applications: Monday 9th October 2023, interviews to be held Friday 13th October 2023.