



Attendance and Welfare Officer

Salary Scale: Scale 5 SP12-SP15 Full-Time 39 +2 weeks

Required September 2021

Ernest Bevin College is seeking an exceptional and highly motivated Attendance and Welfare Officer. This role will be assisted by our Pastoral teams and will report to the Directors or Learning. This role will also include liaison with families, college staff and other agencies on attendance and welfare related issues. The recording of attendance and absence marks daily and completion of all administrative duties commensurate with the role. Monitoring and reporting on progress against College attendance targets. College compliance with statutory requirements under the Attendance code of Practice and DfE guidelines.

Ernest Bevin College is a vibrant school full of young, enthusiastic boys who want to succeed. It is a school where the staff are dedicated to giving each and every student the education that opens doors to any path they wish to tread in the future.

The college is based in Tooting, close to excellent transport links. We offer elite sport and have fantastic facilities including a swimming pool and a fitness studio which are used by students, staff and the community.

At GCSE the achievement of our boys outperforms every headline measure of boys for Local Authority Maintained schools. In 2020 our A*-C results at A Level improved by 12% and over 120 students from our mixed Sixth Form took up places at some of the finest universities in the country.

For more information, including a Job Description and Person Specification please see the college website: ernestbevin.london where you can also download the Wandsworth Application Form.

Completed application forms should be sent to recruitment@ernestbevin.london

Please note that we do not accept CVs.

Closing date: Tuesday 30th March 2021 12 noon

Interviews: Monday 19th – Wednesday 28th April 2021

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

Ernest Bevin College Beechcroft Road, Tooting, London, SW17 7DF

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