

St Richard's Catholic College
A High Performing Specialist Science College

Ashdown Road, Bexhill on Sea

Telephone: 01424 731070

www.strichardsgcc.com



Attendance Officer (Full or Part-Time)
Single Status 4/5 Dependent on Experience

An exciting opportunity to join an exceptional school community

The Governors are seeking to appoint an Attendance Officer who will be responsible for managing the administration of the school's attendance processes, in collaboration with another staff member. We are looking for somebody who is able to communicate effectively at all levels and has experience of using Google Suite and Microsoft packages. Previous experience in a school setting and the ability to use SIMS would be an advantage.

All details are available on the website.

Closing date: Monday, 17th October 2022, however, we encourage you to apply as soon as possible as we may interview on receipt of applications rather than await the closing date.

St Richard's is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.