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| **The Diocese of Coventry Multi Academy Trust**  **Attendance Officer** | S:\Diocesan Education\DBE\Logos\cofe.JPG |  |
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| **Are you the right person for this key role within the trust and community?** |  | Attendance Officer  Contract:  FTC in the first instance until Aug 2023  32.5 hours per week, Mon – Fri  39 weeks per year  **Salary:**  Grade H point 14-17,  £24,920 to £27,514 FTE (full time equivalent)  **Closing Date:**  Thursday, 05 January 2023  **Interview Date:**  Week commencing 9th January 2023 |
| The Trust is looking to appoint a highly effective Attendance Officer.  Are you:   * Able to work with individuals & groups, work part of a team to provide a happy & safe environment? * Highly motivated with a positive attitude? * Able to work effectively with colleagues, agencies & parents?   Do you:   * Have experience of working in an attendance, safeguarding or pastoral role? * Value high quality professional development? * Enjoy working as part of a team to improve outcomes for children?   The successful applicant will support 2 nearby academies each week, along with the Deputy CEO/Trust Safeguarding Lead. | S:\Diocesan Education\Diocesan Board of Education\In-house Information\Staff Info\Logos\Diocese Logo Open.jpg |
| For more information about the position please contact Amy Bills, Deputy CEO at amy.bills@covmat.org  In order to apply please complete the application form and return to [HR@covmat.org](mailto:HR@covmat.org) | | |