

Attendance Improvement Lead

Permanent

Working hours 36 P/W 40 weeks per year

Actual Salary Range S01 £35,072-£36,008

Fortismere is a high-attaining, mixed foundation secondary school in the heart of Muswell Hill, North London with a strong tradition of excellence. The Co-headteachers are looking to appoint an Attendance Improvement Lead. The successful candidate will lead on and implement the whole school attendance strategy and ensure a culture of good attendance at Fortismere School.

This post is the key link between home and school in ensuring good attendance and making sure that policies and procedures are followed. The postholder will work closely with Senior Staff and the Pastoral Team in school and with external agencies including the Education Welfare Service. They will need to be calm, friendly and have a professional manner working in the main office in our busy school environment.

The successful candidate will have the ability to:

- use their own initiative and be adaptable
- be tenacious in case work and be prepared to challenge when needed
- work closely with external agencies to support good attendance especially when students are persistently absent
- be prepared to conduct home visits and attend professionals' meetings
- maintain confidentiality in all circumstances and keep safeguarding at the forefront of their daily work
- work with parents, staff and students in an appropriate manner
- work flexibly adapting to changes in work priorities as needed
- have a good level of ICT competency (ideally experience with SIMS) and excellent communications skills

We can offer:

- A friendly work environment and a supportive team
- Pension, Cycle scheme, Season ticket loan, Tech scheme, EAP
- Continuous CPD
- Happy and confident children who enjoy being at school
- A committed Governing Body and an experienced and committed leadership team

Candidates are encouraged to visit the school by prior arrangement. Please contact the Director of Operations Miss L Prodromou on jobs@fortismere.org.uk for further information or a visit.

Fortismere School is committed to Safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. This post is subject to an enhanced DBS check.

Closing date for applications is 23rd January 2025 12 noon

Interview date W/C 27th January 2025