



Isle of Wight
Education Federation

ATTENDANCE OFFICER

The Isle of Wight Education Federation – Executive Headteacher: Matthew Parr-Burman

Carisbrooke College, Mountbatten Drive, Newport, Isle of Wight, PO30 5QU

Executive Deputy Headteacher / Head of School: Karen Begley

Tel: 01983 524651 Email: carisbrooke@iwef.org.uk

Medina College, Fairlee Road, Newport, Isle of Wight, PO30 2DX

Executive Headteacher / Head of School: Matthew Parr-Burman

Tel: 01983 526523 Email: medina@iwef.org.uk

The Island VI Form, Upper St James Street, Newport, Isle of Wight, PO30 1LJ

Deputy Headteacher / Head of School: David Mumford

Tel: 01983 522886 Email: viform@iwef.org.uk

Salary: NJC Scale 4: SCP 7-11 (£17,000.92 - £18,402.15)

Hours: 37 hours per week

Term time plus 1 day

Permanent contract

The Governing Board for the Isle of Wight Education Federation is seeking to appoint an enthusiastic Attendance Officer to provide support to the Assistant Head Teacher in ensuring the safeguarding of student's and their achievements, through the daily monitoring and analysis of attendance. The successful candidate will have experience in the field of attendance in an educational setting and be of a conscientious, resolution-focused disposition.

The Isle of Wight Education Federation has been established to harness the very best education practice within two secondary schools and a large A Level sixth-form centre of almost 500 students. The aim is to create a culture of continual improvement with increasingly successful outcomes for young people across the Island.

The Federation comprises of Carisbrooke College, Medina College and The Island VI Form and candidates should, therefore, be prepared to work across the three sites, as necessary. Appropriate vehicle business insurance will therefore be required.

The Colleges are fast-paced, fun and caring environments in which to work and there are excellent opportunities for personal and professional growth and development. If you feel you have what it takes to be part of our dynamic team, we would be delighted to hear from you.

For further information and an application pack, please visit our website, the link is detailed below. Please note that we cannot accept applications which are not submitted on the official application forms, and we do not accept CVs under any circumstances.

<https://sites.google.com/iwef.org.uk/isleofwighteducationfederation/isle-of-wight-education-federation/recruitment>.

The Governing Board of the Isle of Wight Education Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The Governing Board of the Isle of Wight Education Federation is an equal opportunities employer and welcomes applications from all sections of the community.

Please note that the Governing Body of an Aided or a Foundation School is the employer

Closing date: 9am, Friday 26th November 2021 Interviews: w/c 13th December 2021