

August 2024

Dear Candidate

Thank you for your interest in our permanent Attendance Officer role at King Edward's School, Bath.

We wish to appoint a conscientious and diligent Attendance Officer to support our friendly Pastoral team. This is an exciting opportunity for a suitably qualified and experienced professional who will assist in maintaining pupil safety and safeguarding practices.

The postholder will be responsible for monitoring pupil registers, ensuring timely and accurate data input and liaising with multiple stakeholders including parents. In addition, to supervising pupils during their break and lunchtime, managing lost property and the allocation and supervision of pupil lockers.

Within this interesting and varied role, the successful candidate will need to demonstrate flexibility in their approach, excellent communication, organisational and interpersonal skills, and have good IT knowledge and excellent attention to detail.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening, which includes successful clearance of an enhanced DBS check, receipt of satisfactory references and a pre-employment health questionnaire.

If you wish to discuss this role further, please contact Heather Baker, HR Manager on 01225 820400. The closing date for this vacancy is 8.30am on 16 September 2024 and a completed application form and covering letter need to be sent to our HR Department via their email address [HR@kesbath.com](mailto:HR@kesbath.com).

Yours sincerely



Tom Davies  
Bursar & Chief Operating Officer