



Shaping Exceptional Futures

BEBINGTON HIGH SPORTS COLLEGE
Higher Bebington Road
Bebington
Wirral
CH63 2PS

Attendance Clerk – Band C
39 Weeks – 8am – 3pm Mon Fri

The Headteacher and Governors of this successful and popular 11-18 co-educational, all-ability school are seeking to appoint an Attendance Clerk.

The successful candidate will need excellent communication skills and have a minimum of Grade C in GCSE English and Maths (or equivalent). You will support the school attendance team in our endeavours to improve whole school attendance.

They will have a good understanding of working in a diverse community and have previous experience of working with families and children in a similar educational setting.

This post is key in helping monitor attendance across the whole school. Within this role you will man the attendance desk at busy periods of time. You will be responsible for logging lates, taking absence phone calls and dealing with any other issues around attendance.

Please visit www.bebingtonhigh.com to fill out an application pack and return via email to S Turner – Head Teachers PA on sturner@bebingtonhigh.com.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

- **Closing date: Tuesday 17th July 2018**
- **Interviews: Wednesday 18th July 2018**