



Attendance Officer

Location: St Thomas More Catholic School, Croftdale Road, Blaydon-on-Tyne, NE21 4BQ
Grade: Grade D, SCP 5-6 (£19,650 - £20,043)
Hours: Part Time 27.5 Hours Per Week (8:30am – 2:30pm per day), Fixed Term (1st September 2022 – 31st August 2024), Term Time Only

St Thomas More Catholic School is a co-educational Catholic Academy which provides for the education needs of 11-18 year old pupils from the west of Gateshead L.A. Our school aims to provide a stimulating and encouraging environment within which students can attain the highest standards of which they are capable, and to assist them in taking their place in the world outside school in a useful and fulfilling career, with a firm sense of Christian commitment.

We are proud to be part of the Bishop Wilkinson Catholic Education Trust, a family of secondary, middle, primary and first schools in Durham, Gateshead, Northumberland and Sunderland. Bishop Wilkinson is the largest Catholic education trust in the North East of England, which will have a total of 48 schools by the summer of 2022. This is an exciting time to join our supportive, and growing team.

We are seeking to appoint a committed individual to join our Pastoral department.

The successful candidate will create and maintain positive and productive relationships between home and school and work proactively with parents/carers to increase attendance levels.

For an application form and further details about this vacancy please visit our website <http://bwcet.com/vacancies/> where applications can be completed online.

Closing date: **10th June 2022**

Interview date: **TBC**

The Bishop Wilkinson Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act and is subject to an enhanced DBS check.