



**St Peter's School Huntingdon  
St Peter's Road  
Huntingdon  
Cambridgeshire  
PE29 7DD**

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**Head Teacher – Mr C Bennet**

**Attendance Officer  
Scale 4, Points 7-11 £20092-£21748 pro rata (£17109.11-£18519.26 actual)  
Required November 2020  
8:00am-4.00pm term time plus five professional days**

St Peter's School Huntingdon, as part of The Cam Academy Trust, is seeking to appoint an Attendance Officer who will be committed to the provision of outstanding services to our students, parents, staff and visitors. Working in a very busy environment, you will need to be flexible and able to work under pressure, with excellent interpersonal skills. You must have a high level of literacy, numeracy and computing skills. Priorities include tracking, monitoring and challenging student attendance in collaboration with colleagues from within the school and our partner agencies. An effective Attendance Office is highly organised and will be required to input and update student attendance data, analyse that data and communicate clearly with parents and partner agencies. Experience of excel spreadsheets and using computerised databases would be an advantage.

St Peter's is a successful, dynamic and inclusive 11–18 comprehensive Academy which is celebrating another year of good results as it continues to drive up standards. A focus on learning and academic performance is complemented by care, guidance and support of outstanding quality. Staff support and high-quality Professional Development are a priority.

For an application pack, please visit our website [www.stpetershuntingdon.org](http://www.stpetershuntingdon.org) and follow the vacancies link or email [recruitment@stpetershuntingdon.org](mailto:recruitment@stpetershuntingdon.org). The closing date for receipt of applications is midday on **Thursday 22nd October 2020**. Candidates who have been successful in being selected to attend an interview will be notified separately.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, prohibition from teaching check, section 128 checks and medical questionnaire.**