

CLORE TIKVA SCHOOL

ATTENDANCE/WELFARE OFFICER

As soon as possible

36 HOURS PER WEEK TERM TIME + 1 ADDITIONAL WEEK

SALARY: GRADE 5 SCALE POINT 12

Clare Tikva School is looking to recruit an Attendance/Welfare officer to join our busy office team. The successful candidate will be responsible for the schools attendance and welfare of the children including the monitoring of care plans. This role will require the member of staff to liaise with parents, staff, school nurse and the educational welfare officer. The successful candidate must present a professional, calm and welcoming manner. Please see job description for more information.

Applications should be sent to contact@cloretikva.redbridge.sch.uk by Wednesday 28th June although the school may choose to interview and appoint suitable candidates prior to the closing date. We are unable to accept CVs for this role.

Clare Tikva School is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake a satisfactory disclosure. References will be taken up prior to interview and the post is subject to a successful Disclosure and Barring Service (DBS) check.

For any further information about the position, please contact

The school office
020 8551 1097
Contact@cloretikva.redbridge.sch.uk



Headteacher: Mrs Margot Buller Chair of Governors: Mrs Louise Dorling
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