**Laurence Jackson School
Guisborough**

**Attendance/Cover Support Officer**

**E (SCP 5-6) - £16,185 - £16,509 actual**

**37 Hours per week – term time only**

An exciting opportunity has arisen at Laurence Jackson School, Guisborough.

We are seeking to appoint an Attendance/Cover Support Officer who will work to promote excellent attendance in years 7 – 11 and assist in the reduction of levels of absence. The role will involve working children and families to promote high levels of attendance and ensuring that attendance registers are accurate. Under the guidance of senior staff, the post holder will be also be responsible for managing the day to day operation of teacher absence cover, together with supporting the administrative and organisational processes within this role.

We are part of a dynamic and supportive MAT, the Vision Academy Learning Trust, which was established in 2016 and currently consists of three secondary schools, of which one is a teaching school, and five primary schools.

Application forms and further details are obtainable on the school’s website – [www.laurencejackson.org](http://www.laurencejackson.org). Details are also available from and returnable to Mrs D Anderson, PA to the Headteacher, Laurence Jackson School, Church Lane, Guisborough, North Yorkshire, TS14 6RD, 01287-636361 (Fax: 01287-610309), andersond@laurencejackson.org.

**Closing date for applications is 12 noon on 19 May 2021.**

**Interviews will be held week commencing 24 May.**

Laurence Jackson School is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an enhanced DBS disclosure will be sought along with other relevant employment checks.