The school seeks to appoint the following member of staff:

**Standards and Attendance Officer – Girls’ School**

**Salary NJC 19-21 (£28,482 -£29,517 FTE)**

**Actual Salary (£23,734 - £24,597)**

**Term Time 36 Hours per week 8:15-5pm Monday –Thursday and 8:15-1:15 Friday**

**Required September 2022**

The Successful candidate will:

* have presence
* be a good communicator
* have excellent attention to detail
* excellent typing and computer skills
* excellent administration and IT skills
* excellent organisational and communication skills
* excellent telephone manner

**Letters of application should be addressed to Mrs K Brice. The letter should detail how your experience to date has prepared you for this post and what you would plan to achieve during the fixed term, and what skills and experience you have which would enable you to fulfil the role. The letter should be no longer than one side of A4 and written in Calibre Font 11.**

**Closing date for applications: - Monday 25th July 2022**

**PLEASE SEND LETTERS OF APPLICATION ELECTRONICALLY to:** **j.grant@hasmonean.co.uk**