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**Part Time Sixth Form Attendance Coordinator**

* Term time only
* Starting salary £12,860 (£30,479 full time equivalent)
* Part time hours: 07:30 – 11:00
* Attendance Bonus Scheme
* Occupational Salary Pension
* Free fitness and cardio suite and on-site parking

The Academy is seeking to appoint a well-qualified, flexible and proactive individual to be responsible for monitoring Sixth Form student attendance and to oversee management of the Sixth Form study area each morning. The role will involve daily monitoring of student attendance and intervening to tackle instances of poor attendance or punctuality. In addition, the appointee will work closely with and provide administrative support to other members of the Sixth Form Management Team. The role will primarily be based in the Sixth Form study area, where the appointee will oversee students and promote a positive working environment as they complete independent study.

The successful candidate should have excellent personal organisation, written and spoken communication and ICT skills (experience with Microsoft Excel is essential). He or she will have the ability to communicate confidently with staff, parents/carers and other adults in a range of formal and informal settings as well as the ability to empathise with the needs of Sixth Form students. Experience of working within a school environment or with young people would be a distinct advantage. The successful applicant will be part of a dedicated Sixth Form Management Team and must have a genuine belief in the capacity our students have to achieve their ambitions and enjoy working with young adults.

Ashcroft Technology Academy:

* is graded an outstanding school (Ofsted 2021) with high standards of behaviour and excellent levels of student attendance.
* is a highly successful and heavily over-subscribed school in Putney, south west London
* provides excellent quality and well-resourced facilities

In the most recent exams in 2019, 36% of all A-Level grades were graded A\* and IB students averaged 37 points.

In 2019, achieved a progress 8 score of +0.74, which ranks the Academy in the top 8% of schools nationally

* has been the highest performing Sixth Form in the borough of Wandsworth for the past 8 years
* offers both A-Levels and the International Baccalaureate in the Sixth Form
* offers excellent opportunities for career development
* is close to the A3, to East Putney tube station and Putney main line and has on-site parking for cars and bicycles

If you would like to be a part of this team, further details and an application form are available from our website [www.ashcroftacademy.org.uk](http://www.ashcroftacademy.org.uk) or telephone us on 020 8812 3553.

You must complete the application form electronically and email it as soon as you are ready but no later than **noon on Monday 30 May** to recruitment@ashcroftacademy.org.uk. We reserve the right to bring forward the closing date where we find suitable applications and so **we advise that applications should be submitted as soon as possible as we may choose to interview shortly after receipt**.

All appointments are subject to enhanced DBS clearance. ATA safeguards children and actively promotes their welfare. We expect all staff and volunteers to share this commitment. ATA is an equal opportunities employer and welcomes applications from minority groups. The school also has full disabled access.