

Cape Cornwall School  
Cape Cornwall St, St Just, Cornwall,  
TR19 7JX  
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*Dream, Believe, Persevere, Achieve*

## **Cape Cornwall School** **Attendance Co-Ordinator**

- **Permanent Contract—Term Time only**
  - **Start Date: 1 September 2023**
- **Part-time: 4 days per week (30 hours per week)**  
**8.00am—4.00pm**  
**(Negotiable dependent on circumstances)**
- **TPAT Pay Point: 9 (£26,369 pro rata per annum)**  
**(£13.67 per hour)**

Cape Cornwall School is seeking to appoint an enthusiastic and versatile individual to become a member of our administration team, supporting our Deputy Headteacher with attendance.

Your key responsibilities will be as follows:

- To work with the pastoral team and tutors/teachers to improve attendance and punctuality and reduce absence.
- To liaise with students and parents to improve attendance and punctuality and reduce absence.
- To record and monitor information about the attendance of students, identifying patterns of absence in key cohorts and vulnerable children and supporting the Deputy Headteacher in the strategic analysis and evaluation of attendance.
- To use analysis tools to identify key cohorts and individuals vulnerable to absence and lateness and to support senior leaders to evaluate patterns and devise evidence-based strategic action plans in response.

Applications are invited from individuals with good IT and communication skills who are able to be flexible and work well under pressure. Previous experience of working in a school environment is desirable but not essential as full training and support will be provided.

You will share our commitment to excellence, inclusion and aspiration for every student and will be determined to ensure the very best outcomes for children. You will work in partnership with colleagues within Truro and Penwith Academy Trust schools.

To apply and for further information, please visit the Job Vacancies section of our website: [www.cape.cornwall.sch.uk](http://www.cape.cornwall.sch.uk) Alternatively please email: [okeith@cape.tpacademytrust.org](mailto:okeith@cape.tpacademytrust.org)

Application forms should be returned to Miss O Keith, PA to Leadership Team, at: [okeith@cape.tpacademytrust.org](mailto:okeith@cape.tpacademytrust.org)

**Closing date: 12.00pm Friday 14 July 2023**  
**Interview date: Week beginning 17 July 2023**