

## Roedean

An independent 11-18 girls' day and boarding school in Brighton

Required as soon as possible

### **Attendance Officer**

Roedean is an extraordinary school, sitting in the South Downs and overlooking the English Channel. However, it is not just the location but the strong academic focus, with a genuine belief in the importance of creativity and an all-round education, that makes Roedean unique.

Roedean is at a very exciting time in its development, with innovation, growth and the continued development of first-class facilities at the heart of our plans. We welcome your interest in being part of our continuing journey.

The Attendance Officer will manage all aspects of school attendance and provide members of the pastoral team with timely and accurate attendance data. The successful applicant will have strong organizational skills and excellent IT skills. Experience in the Education sector is desirable.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

Please download an application pack from our website ([www.roedean.co.uk/Vacancies](http://www.roedean.co.uk/Vacancies)) or contact Louisa Butler via [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk).

Closing date: 9am, 9 November 2021. Due to the need to appoint quickly we reserve the right to interview and appoint at any stage of the process.