



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
St Clare Catholic Multi Academy Trust

Headteacher: Mrs L Oldcorn

Carlton Road, Barnsley, S71 2LF

Tel: 01226 704550

Email: info@holytrinitybarnsley.org

Website: www.holytrinitybarnsley.org

CLERICAL SUPPORT OFFICER - ATTENDANCE

GRADE 3 - PERMANENT

37 HOURS (TERM TIME + 5 INSET DAYS)

£20,449- £20791 Actual Salary

To start as soon as possible

We are looking to appoint an experienced Clerical Support Officer with attendance experience to join our team. The post holder will undertake Attendance officer duties as well as providing administration, reception and general support to the whole school.

The Attendance Officer will work across the primary and secondary phase of the school. This role is to work under the guidance of the Assistant Headteacher, working as an integral part of our administration team. You will have a key role in raising the attendance of our pupils, in building strong relationships with parents and in working with other agencies.

The successful candidate will need to:

- Have good and accurate literacy, numeracy and administrative skills.
- Have good communication skills and able to work on own initiative.
- Be flexible, organised and work well as part of a team.
- Be committed to working in line with the school ethos and mission.

An enhanced DBS check is required for this post. The successful candidate will be required to complete a Disclosure & Barring Services form in line with Section 115 of The Police Act 1997.

Further information and application forms are available online at www.holytrinitybarnsley.org

All application forms, together with the attached documents, should be completed and returned to Holy Trinity marked for the attention of Miss L Taylor. Alternatively, you may email them to jobs@holytrinitybarnsley.org.

At Holy Trinity, the leadership team, staff and governors are completely focused on nurturing each individual in order that they reach their full potential. We aim to develop independent, aspiring and caring young people and to inspire them to achieve at the highest level. Outstanding relationships underpin our cohesive and forward looking community.

Holy Trinity is a through school (for pupils aged 3 to 16 years) in a purpose-built, state of the art building which opened in 2012. We have a 420 place primary phase and a 700 place secondary phase. Our 3 – 16 through-school status offers exciting and innovative learning opportunities which enhance progress and create a seamless transition between Key Stages 2 and 3.



Diocese of
Hallam



ST CLARE
Catholic Multi Academy Trust



THE CHURCH
OF ENGLAND

Diocese of Leeds

Company No: 13589684

Our Catholic and Church of England values form our distinctive Christian ethos, and this guides and supports everything we do as a school.

You are warmly encouraged to visit the school.

Closing date: 10th May 2024 at 9AM