

HARRYTOWN CATHOLIC HIGH SCHOOL

Harrytown, Romiley, Stockport. SK6 3BU Tel: 0161 430 5277

www.harrytownschool.org

NOR: c.780 pupils 11-16 years mixed



Headteacher: Mr K Turmeau

The Diocese of Shrewsbury in partnership with Stockport LA

Role: Attendance & Cover Manager
Start Date: ASAP or 01/09/2022
Scale: NJC Scale 4 **Range:** 07 - 11
Term time only
Hours: 37 per week

We are seeking to appoint a committed and enthusiastic Attendance & Cover Manager to play a leading role in this successful 11 – 16 voluntary aided high school. The successful candidate will be instrumental in supporting/managing the attendance of pupils, as well as organising the arrangements for cover/supply staff. Applications would be welcomed from suitably qualified individuals who possess the essential criteria outlined in the person specification and who will act as role models to support the ethos and mission of our Catholic community.

Closing date/time for applications – **09:00 on Monday 20 June 2022**

To apply: For further details about this post and an application form please visit the school website: <http://www.harrytownschool.org/3community/recruitment.html>
Applicants can either complete the TES application form or current CES application form which includes a supporting statement of no more than 1,300 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying. (The supporting statement can be submitted as a separate document). Completed application forms should be submitted via email, by post or by hand: Hand delivered applications need to be during school working hours 08:00 – 18:30 Monday to Thursday and 08:00 – 18:00 on Friday, by email via applications@harrytown.stockport.sch.uk or by post at the address above.

The successful applicant's appointment will be subject to satisfactory clearance by the Disclosure and Barring Service, suitable and appropriate references and health checks.

