



The
Chalfonts
Community
College

*"Success is
an Attitude"*

Principal
Caroline Whitehead

"The Chalfonts Community College is a Good and Improving School." Ofsted June 2017

Join an outstanding hard-working team totally committed to an innovative, caring and aspirational learning community for all!

Required as soon as possible

ATTENDANCE ASSISTANT

Part time (Term time only – 39 weeks per year)
25 hours per week (8.30am to 1.30pm)
£10,500 pa

We are looking for someone to work alongside our Attendance Officer, within the Pastoral Team. The role will focus on the monitoring and follow-up of attendance on a daily basis and the accurate entering and recording of data into our systems. You will also be required to liaise with parents, students and staff on attendance matters, dealing with any referrals or concerns. Educated to GCSE grade C in English and Maths, along with high levels of attention to detail, excellent communication skills and a willingness to work as part of a small team. Training will be given and computer skills are essential for this role.

Enquires and applications to – Sue Patrick, The Chalfonts Community College,
Narcot Lane, Chalfont St Peter, Bucks SL9 8TP

Tel: 01753 882032 e-mail: suepatrick@chalfonts.org

Closing date: Noon on Friday 8 July

We reserve the right to interview candidates upon receipt of application

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.



Please visit our website at www.chalfonts.org
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