



## **Attendance & Safeguarding Officer**

**Salary: NJC Scale, SCP26 – 28**

**Actual Salary £31,172 - £32,737 - Dependent on experience**

Pro-rata 38 Weeks/Year, no requirement to work INSET days

The Governors are seeking to appoint an ambitious and committed Attendance & Safeguarding Officer. The successful candidate will monitor and report on whole school attendance data, analysing data to identify key areas of concern. The successful candidate will work closely with pupils, staff, parents and carers to reduce levels of absence and will support the Designated Safeguarding Lead. The post-holder will need to be able to demonstrate a high level of accuracy with written records and be willing to continually develop the skills required in this important role. This is a term time post (38 wks/yr) and the pro-rata salary above applies.

We are rated as a 'Good' school by Ofsted (*October 2021*) and Outstanding in the Section 48 inspection carried out by the Archdiocese of Liverpool. Since becoming an Academy in 2012 we have used the independence this has given us to further enhance the learning opportunities for our students.

**Our school is committed to safeguarding children and promoting children's welfare. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS Certificate with a barred-list check and a medical screening questionnaire. This post is exempt from the Rehabilitation of Offenders Act 1974.**

The closing date for applications is **12.00pm on Thursday 9<sup>th</sup> April 2026.**

Further information, including detailed job description, person specification and application forms can be obtained by e-mailing your request to: [recruitment@bellerivefcj.org](mailto:recruitment@bellerivefcj.org) or visiting the Vacancies page on the school website: <http://www.bellerivefcj.org/vacancies>

Completed applications should be returned to [recruitment@bellerivefcj.org](mailto:recruitment@bellerivefcj.org) and interviews will be held as soon as possible after the closing date.

Applicants who are not contacted may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for an interview.