



# Dane Court Grammar School

Broadstairs Road  
Broadstairs  
Kent CT10 2RT

**Headteacher:** Mr A Fowler

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## Attendance Officer

Part time, 30 hours per week, term-time only  
Required from 4 September

DC/KES Payscale: £17,827 - £19,608 pro rata, dependent on experience

This is an ideal opportunity to work in an outstanding and dynamic school and be part of a hard working team, dedicated to providing an excellent education for our students. We are looking to appoint a part-time (30 hours per week, term time only) Attendance Officer to work effectively and supportively as a member of the administration team. Previous school experience would be beneficial but not essential as training will be provided. If you are enthusiastic and flexible this position would be ideal for you.

An application form is available from the school office at the above address or via the school website. Candidates should apply as soon as possible – **Closing date Friday 18 August 2017**

This post is subject to Enhanced DBS Disclosure procedures. Dane Court Grammar School is committed to safeguarding and promoting the welfare of children.