



**The Canterbury Academy Trust**

## **Attendance Administrator – Term time + 5 days**

Are you looking for a new role?

Working within an organisation who supports its employees to be the best that they can be?

Then this could be the opportunity for you.

Attendance Administrator – Two Vacancies

TCAT Pay range 4 / 5 FTE £19,389 - £21,693

Actual Salary pro-rotta £16,750 - £18,740

Salary depending on skills, experience and qualifications.

Working hours: 37 hours per week, term time only + 5 development days

We have an exciting opportunity for a forward-thinking Attendance Administrator to join our successful team on a full-time basis. We are looking for a committed, enthusiastic, individual who will be able to support the Attendance Manager on a day to day basis.

Someone who is prepared to work hard to meet deadlines, liaise effectively with parents and resolve queries with efficiency and accuracy. A lateral thinker who is creative with a fine attention to detail but follows processes.

We are looking for someone who has:

- Ability to work as part of a team or independently as required
- Experience of working in a busy office
- Excellent communication and organisation skills
- A positive “can do” approachable who can remain calm under pressure.

If you feel that you have the skills and experience that we require then we would love to hear from you.