



TOOTHILL SCHOOL

A MEMBER OF THE TORCH ACADEMY GATEWAY TRUST



Pupil Welfare Officer

APT & C Scale 3 (£16,321 to £17,372)
Pro Rata actual (£12,075 to £12,852)
32.5 hours per week (term time only)
Closing Date – Monday 15th June 2015

Toot Hill School is an Outstanding (Ofsted, 2012) 11-18 Academy in the rural market town of Bingham, Nottinghamshire – recently named by Family Investments as the best place in the UK to raise a family. In 2014 the GCSE and A Level results secured by our pupils were exceptional.

An exciting opportunity has arisen in our Pupil Welfare Unit for an organised, dedicated and enthusiastic individual to join our established team.

The Key duties of this role are:

- To provide first aid support to pupils and staff as and when required.
- To monitor attendance of pupils and deal with absence messages from parents.
- To update data on the school computer system for pupil attendance and behaviour incidents as and when required.
- To provide administrative support for all school events including those taking place outside of normal school hours.
- Provide support for the school uniform shop.
- To provide administrative support to external agencies, such as the school nursing team, school buses and photographers.

This vacancy would suit somebody with a caring nature who would always put the welfare of pupils first. Although desirable, experience of working with children in a school setting is not essential.

The role will require occasional work that is outside of normal working hours but these will be arranged in advance around other commitments.

To apply please forward an application form (which can be obtained by visiting the Toot Hill School website), together with a letter of application to Karen Kelley (HR Manager) at the following address:

Toot Hill School
The Banks, Bingham
Nottinghamshire
NG13 8BL
Tel: 01949 875550 Fax: 01949 875551
E mail: kkelley@toothillschool.co.uk
Website: www.toothillschool.co.uk

Toot Hill School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Toot Hill School welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation. An enhanced DBS is required for this post.