



### Contact Us

A full application pack is available on the vacancies page of the school website or alternatively directly from: Mrs T Brown

E-Mail: [tbrown@hagleyrc.worcs.sch.uk](mailto:tbrown@hagleyrc.worcs.sch.uk)

Phone - 01562 883193

Online - [www.hagleyrc.worcs.sch.uk](http://www.hagleyrc.worcs.sch.uk)

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact Mrs Tracey Brown, Business Manager by email [tbrown@hagleyrc.worcs.sch.uk](mailto:tbrown@hagleyrc.worcs.sch.uk)

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

# We are recruiting for an Attendance Office/Administration Assistant Required to Start As Soon As Possible

**Grade: Emmaus Grade 5, 7-11 (£20,092 - £21,749 FTE)**

**Hours: 37 hours per week, Term Time Only (41 weeks), which includes 5 teacher training days and two weeks in the Summer Holidays**

**Salary: £18.156 – £19,649 Actual Pro Rata Salary**

**Principal – Mr J Hodgson**

Hagley Catholic High School is a member of the Emmaus Catholic Multi Academy Company of Schools and is looking to recruit a friendly, approachable, enthusiastic and experienced Attendance Officer to act as the first point of contact on all attendance matters, work alongside staff in school to promote excellent attendance in school and work with families to promote high levels of attendance.

Please refer to the job description and person specification for further details.

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school.

**Closing Date: 9am on 10<sup>th</sup> December**

**Date of Interviews: TBC**

*Hagley Catholic High School is a part of the Emmaus Catholic MAC which is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.*

*All applicants must be able to provide documentation to prove their right to work in the UK.*



**HAGLEY CATHOLIC  
HIGH SCHOOL**  
SEMPER FIDELIS