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admin@whiptonbarton.org

Executive Headteacher – Gary Read

Deputy Head of Junior School – Amy Hardinge

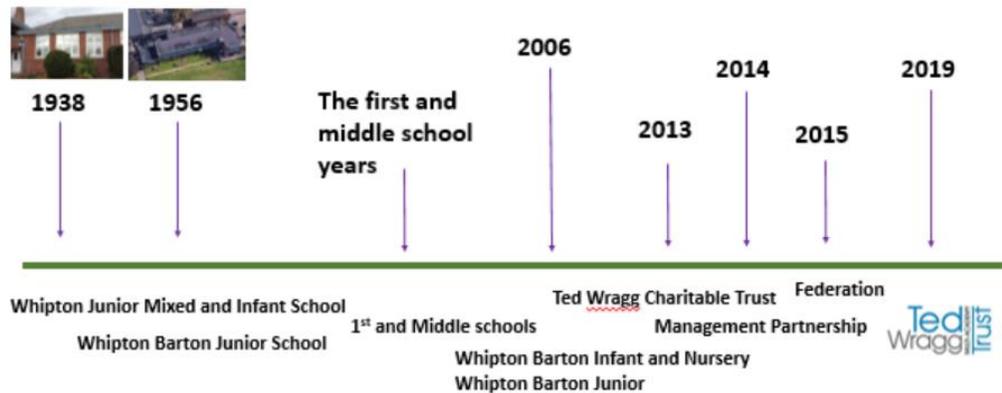
Deputy Head of Infant School – Gemma Wills

Whipton Barton Federation

Friday, July 03, 2020

Dear Candidate

Thank you for taking the time to consider applying for a Attendance officers post in our federation. We are at an exciting period in our schools' journey. As you can see from the timeline, both schools have undergone significant change to get to where we are now: full members of the Ted Wragg Multi-Academy Trust.



We are looking to appoint an attendance and early help officer to improve our attendance and maintain it across the federation so it consistently compares well to national averages for all groups of children.

Post title	Post description
Attendance and Early Help Officer	<p>The post has two main strands:</p> <ul style="list-style-type: none"> To ensure high levels of attendance across the federation. Our aim is for attendance never to be below national averages for any group within our schools. To ensure the effective administration of the Early Help process

The recruitment process is as follows:

Virtual visit to Whipton Barton

Potential applicants are invited to a Google Meet to discuss the post with Amy Hardinge, deputy Head of Juniors, Gemma Wills, deputy Head of Infants and me on the following date

- Tuesday 14th July at 4.00pm

If you would like to join one of the meetings, email Amy Hardinge on aharding@whiptonbarton.org giving your name and asking to join. She will then email you a link (you will need to have Google Chrome or the Google Meet app downloaded to your phone or tablet). Joining the meeting is not part of our decision-making and applicants will not be disadvantaged if they do not visit.

Written applications

Your application pack contains a number of documents:

- This letter
- Welcome Pack
- Current OFSTED reports for both schools
- Job description and person specification
- Application form

In your supporting statement, we would like you to use the job description/person specification and other accompanying documents as the basis for your letter. We will look positively on applications that address the issues our schools face and explain how applicants will contribute to our future success particularly in relation to improving attendance. We are not interested in generic job applications; we want to employ people who want to work with our schools and our community.

Closing date and selection for interview

The closing date for applications is 12.30pm on Wednesday 22nd July. Please email your application to recruitment@whiptonbarton.org Shortlisting will take place soon after and successful applicants will be notified by email by the end of the week. This will be followed by written confirmation.

Interviews

We will be holding interviews on Thursday 30th July. These will be in person with appropriate social distancing. If you are shielding and would like to be interviewed online, we can arrange this.

I hope we have provided you with enough information about our schools to enable you to make an informed decision to apply for this post. If so, I look forward to receiving and reading your application.

Yours sincerely



Gary Read