



# THE WHITSTABLE SCHOOL

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www.thewhitstableschool.org.uk | Headteacher: Mrs A M Gibson MA | @TheWhitSchool

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February 2019

Dear Applicant

**RE: Attendance Officer**

Thank you for expressing an interest in the advertised post. We hope that you will take a look at the information about the role and, should you wish, contact our school prior to applying.

As a school, we are extremely proud of the rapid developments we are making. We have received a 'Good' Ofsted judgment in our last inspections and our ethos is fixed on continual improvement. The school has exciting plans to expand and become a flagship school that promotes the arts.

The Attendance Officer is a key role within the school, contributing to raising achievement by improving school attendance. The administration side of the role will include providing support to the administration team and front reception.

The Whitstable School joined Swale Academies Trust in September 2018. Strong teaching and learning networks across the schools allow for constant sharing of expertise and good practice. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress.

Details of this role are available from [www.swaleacademiestrust.org](http://www.swaleacademiestrust.org), together with further information about the school and an application form.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and references. As a Trust dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

In light of the large number of applications that we receive we are unable to reply to each individual applicant. If you have not had a response from us within four weeks of the closing date please assume you have been unsuccessful. Please be assured however, that every application will be carefully considered.

Thank you for your interest in The Whitstable School.

Yours faithfully

**Mrs A M Gibson**  
**Headteacher**

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