



MANUREWA ATTENDANCE SERVICE

ATTENDANCE OFFICER ADVERTISEMENT.

To commence on 8th June 2020, or thereabouts, the Manurewa Attendance Service Cluster is seeking to appoint four Attendance Officers (AO) who are passionate about inclusive education to help students, aged 5 to 16 years, who are presenting irregular attendance behaviour and have disengaged from school, to attend school. This is a full time (8.00am – 4.30pm/43 weeks of the year) position with a fixed term contract until the end of 2021. Work use of a cell phone, laptop and vehicle will be provided.

The Manurewa Attendance Service Cluster is divided into three hubs, with between 9-12 schools in each hub. The AO will be located within the hub lead school and responsible to that principal, although will be employed by Greenmeadows Intermediate School, through the Cluster Lead Principal. The four Attendance Officers will be based across the hubs as follows:

Manurewa Central Hub	2 x Attendance Officers	(based at Manurewa Intermediate)
Manurewa East Hub	1 x Attendance Officer	(Based at Greenmeadows Intermediate)
Manurewa West Hub	1 x Attendance Officer	(Based at Weymouth Primary)

To be considered for these positions applicants will have:

- High levels of cultural responsiveness
- Highly effective communication skills
- Strong relational management skills
- Strong organisation and self-management skills and aptitudes
- High personal effectiveness
- Ability to build community
- A qualification in youth work, social work (or at least extensive experience in a related field)
- Meet the requirements of the Children's Act 2014 in order to work with students and their families/whanau
- A full, clean and current NZ Driver Licence

How to apply:

For a detailed Information Pack, which includes the Job Description and Person Specification please email:

Cathy Chalmers

Cluster Lead Principal

cchalmers@greenmeadows.school.nz

Applications close 25th May 2020.