



## **Ripon Grammar School**

**require a**

### **WELFARE OFFICER**

**To start as soon as possible**

**32 hpw, term time only + 5 training days  
to be worked over 5 days per week**

**Salary NYCC Grade E (points 6-9)  
£17,913.74 at point 6 [pay award pending]**

Ripon Grammar School is seeking to appoint a Welfare Officer to support our staff in the monitoring and implementation of the School's Attendance & Behaviour Policy.

The successful candidate will be responsible for recording sensitive absence and attendance information regarding our students and liaising with staff and parents. Excellent verbal and written communication are therefore essential, together with strong IT capabilities and flexibility. Experience of working in a secondary school environment is desirable although not essential.

The full job description for this post is available on our school website [www.ripongrammar.co.uk/about-us/vacancies](http://www.ripongrammar.co.uk/about-us/vacancies) together with an application form.

The school takes pride in serving the small cathedral city of Ripon and the surrounding rural communities as well as the wider population of North Yorkshire through its boarding facilities.

**Closing date for applications – 9am on Monday, 12 August 2024**

**Interviews to be arranged with successful candidates**

*Please email your application by email to [Mrs Patricia Hargraves, Headmaster's PA, at hargravesp@ripongrammar.com](mailto:hargravesp@ripongrammar.com)*

*together with a covering letter addressed to Mr Jonathan Webb, Headmaster, outlining why you are interested in this position.*

*This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*