



# CATALYST

## Quarry Hill Academy

Bradleigh Avenue, Grays, Essex RM17 5UT  
Telephone: 01375 373729 E-mail: [admin.qha@catrust.org.uk](mailto:admin.qha@catrust.org.uk)

### PUPIL SERVICES OFFICER

Salary: Catalyst Pay Scale Band B/C Point 6-14 depending on experience

FTE: £25,716 to £29,286 - Actual: £22,095 - £25,163

37 hours per week term time only 8:00 – 16:00 Mon-Fri

Start Date: September 2025

Quarry Hill Academy are seeking to appoint an enthusiastic, efficient and highly motivated Pupil Services Officer, to join our hardworking office team and work alongside our School Business Manager.

The successful candidate will need to monitor and report on whole school attendance data, analyse data to identify key areas of concern to work closely with pupils, staff & carers to reduce levels of absence. Manage the school's admissions process. Undertake reception and telephone duties, answering enquiries from staff, pupils, parents and the general public. Knowledge of Arbor an advantage.

Visits to the school are warmly welcomed and encouraged.

For an application pack, or to arrange a visit to the school, please contact the Business Support Assistant on 01375 373729 or email [admin.qha@catrust.org.uk](mailto:admin.qha@catrust.org.uk). Applications can also be made via Essex Schools Jobs ([www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk))

Closing Date: w/c 18<sup>th</sup> August 2025

Interview: 22<sup>nd</sup> August 2025

Quarry Hill Academy is part of Catalyst Academies Trust, a small innovative group of 5 primary schools who are geographically local. We work together to widen access to outstanding educational provision by supporting and empowering all staff to develop remarkable teaching and achievement outcomes. Full training and support will be given to the successful candidate through our experienced team.

You will also be added to our "Catalyst Employee Perks" platform where you will be able to access a range of discounts from regular supermarkets, numerous retailers, family days out, restaurants and more.

*Catalyst Academies Trust and Quarry Hill Academy are fully committed to safeguarding and promoting the well-being of children and young people. We expect all our staff to share this commitment. The successful applicant will be made a conditional offer subject to an enhanced DBS check, medical check and references. Applicants will also be required to complete a 'Disqualification by Association' declaration.*

