**Attendance Officer & Receptionist**

Start 1st September 2016

Scale 4, Basic salary £21,566 plus first aid allowance

“The progress of students in the school has improved rapidly since it gained academy status and students’ overall achievement is good.”

OFSTED 2013

Westminster City School is a successful 11-18 boys’ Christian non-denominational comprehensive academy with a mixed sixth form. Ours is a lively and vibrant learning community situated in the heart of central London with all the challenges and advantages of an inner city school. The school is a specialist science school and was judged as ‘Good’ by OFSTED with an outstanding curriculum and governance. Our 2015 GCSE results were outstanding with 73% of pupils achieving 5+ A\*-C (incl. English and maths)

We are seeking to recruit an enthusiastic and capable colleague, ideally a graduate or someone with equivalent workplace experience. You will carry out a variety of administrative tasks. You will need to demonstrate a professional, approachable manner delivered with good humour, whilst ably multi-tasking and working under pressure. This role is full time and all year (with annual leave).

You will provide an effective attendance monitoring and reporting service, supporting the pastoral team and families to secure outstanding student attendance and punctuality. This role contributes to enabling the school to fulfil its statutory requirements.

You will work alongside the Receptionist providing a welcoming environment for all our visitors. In addition, you will be developed to support the delivery of an efficient administrative service to the school community. Your interpersonal skills should convey a positive and welcoming first impression of the school.

The successful candidate must have an approachable manner and recent experience of working with young people or within a school environment would be desirable and you will be willing to support the Christian ethos of the school.

*The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will need to undertake a criminal record check via the DBS.*

If you would like to apply for this post please follow our link https://www.hirewire.co.uk/WestminsterCitySchool/SW1E5HJ to obtain and submit our application form. If for any reason this is not possible please print out the application and send your completed form by post to the school. You may also wish to visit our website www.wcsch.com to read more about the school.

**Closing date for completed applications: 9 am Monday 11th July 2016**

**Interviews will take place on 15th July 2016**

Westminster City School

**Striving for Excellence, Learning for Life**

55 Palace Street, London, SW1E 5HJ **T** 020 7963 6300 [**www.wcsch.com**](http://www.wcsch.com)