



# WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA  
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD  
Telephone: 020 8864 7688  
[www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)  
Email: [office@whitmore.harrow.sch.uk](mailto:office@whitmore.harrow.sch.uk)

November 2021

Dear Colleague

## **ATTENDANCE OFFICER - Scale G4 - £19,126**

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is on **Monday 6<sup>th</sup> December at 9.00am**

I look forward to hearing from you.

Yours sincerely

Susan Hammond  
Headteacher

**When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website [www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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## ATTENDANCE OFFICER

8.15am – 4.00pm Monday to Thursday & 8.15am - 3.45pm Friday  
(30 minute unpaid lunch break)  
36 hours per week, term time only  
Scale G4 Point 13 - £19,126 per annum

**Responsible to:**  
Office Manager

### Job Purpose:

To be responsible for the daily student attendance monitoring/reporting and the associated administrative processes as well as providing general administrative support

### Job Description:

- Manage the whole school monitoring and recording system related to student attendance, punctuality and absence
- Dealing with incoming emails and messages for Office mailboxes and Weduc, the school messaging system
- On a daily basis accurately record the attendance marks of students into the school systems
- Manage the school register and mark system to ensure all attendance marks up to date and accurately recorded
- Be responsible for contacting parents on a daily basis regarding absence and lateness
- Ensure all students are accounted for in line with our safeguarding procedures
- Liaising with the Deputy Headteacher in charge of attendance and relevant Heads of Year regarding attendance and referrals
- Make referrals to the Local Authority under the authority of the Headteacher/Deputy Headteacher
- Liaising with the Headteacher regarding parent/carers requests for term time absence
- Support the Deputy Headteacher with the records required for tracking attendance and interventions for school and LA attendance panels
- Managing Welfare Call, the attendance tracking system for Looked After Children
- Preparing attendance and punctuality reports for SLT and Governors
- Carry out general administration tasks for staff
- Act as First Aider back up for Welfare Assistant
- Liaising with DSL regarding safeguarding concerns arising from the monitoring of attendance and punctuality
- Liaising with Attendance Officers across the borough to share good practice
- Assist the linked member(s) of the senior management team with any administrative tasks as required
- Keep up to date with all school routines and procedures, undertaking any necessary training
- Assist with supervising student movement around the school
- Effectively use e-mail on a daily basis to deal with information quickly and accurately
- Contribute to general office duties and the school's administration tasks using MS Office, Word and Excel
- Deal with a wide range of enquiries from staff, students, parents and external providers in a helpful and welcoming manner
- Carry out other tasks as required by the Headteacher, Deputy Headteacher or Office Manager commensurate with the grade



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## **Person Specification:**

The post holder will:

1. Possess strong organisational skills with the ability to prioritise, meet all deadlines and remain calm under pressure
2. Have good computer and administrative skills and be experienced in MS Office, Word, Excel and Publisher. To have a working knowledge of SIMS would be an advantage, but is not essential
3. Be highly numerate and literate with a good level of education.
4. Have strong attention to detail and accuracy
5. Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people e.g. recruitment agencies, students, teachers, parents/carers
6. Be self-motivated, enthusiastic and hardworking and flexible in their approach
7. Be a positive team player, willing to assist and support, where needed and believe in the importance of team work and a collaborative approach
8. Have a pro-active approach to problem-solving
9. Embrace new technologies and ideas that enhance and improve administrative tasks
10. Have excellent punctuality and attendance
11. Maintain complete confidentiality and discretion at all times
12. Be committed to the principles and practice of inclusion and equal opportunities for all
13. Be committed to the principles and practice of safeguarding all young people

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