

Job Title: Attendance Officer
School Name: Westhoughton High School

Working Pattern: Term time plus one week (5 days)
Working Hours: 37 hours per week
Salary: Grade E, SCP 11-17 (£27,269 to £30,060 FTE, pro rata £23,350 to £25,740)
Start Date: As soon as possible
Contract Type: Permanent
Closing Date: Monday 24th February 2025 at 12pm
Interview Date: To be confirmed

We are looking to appoint an enthusiastic, reliable and organised individual to join our Team as Attendance Officer. We would love to strengthen our highly effective Admin Team with someone who has the ability to be flexible within a fast paced environment, with excellent interpersonal skills and the ability to adapt to new systems and processes.

We expect to appoint someone who can:

- Show commitment to working as part of an established team with excellent interpersonal skills
- Interact positively with our parents/carers, students, staff and visitors to the school
- Ensure high levels of attendance and punctuality are secured for all our learners
- Ensure that attendance is monitored on a daily basis and to take relevant actions to raise attendance across all year groups
- Monitor and record late arrivals
- Provide administrative support for the school
- Demonstrate a firm commitment to supporting and developing every child
- Be motivated, supportive and can invest in our shared, whole school values and future aspirations.

In return we offer:

- A committed, supportive and enthusiastic staff
- Students who expect and deserve the best from us all
- A commitment to professional development opportunities for all staff
- A school that has a clear sense of purpose, corporate vision and a clear commitment to moving forward.

This is an exciting opportunity to become part of a highly motivated, supportive and driven team. If you have the commitment and desire to be part of the team, we want to hear from you.

For further details of the role and how we use your data, please see:

Job Application Pack
Application Form

Completed applications should be returned to the office, WHSOffice@westhoughton-high.org

Please note CV's will not be accepted.

Westhoughton High School is committed to safer recruitment practice, and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and a barred list check. Westhoughton High School is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment.