

Post of Attendance Officer – Required for 1st September 2024

Permanent – 37 hours a week, term-time only

Salary Scale: NJC Points 18-22 pro-rata - Actual Salary: £25,035 to £26,827

Thank you for your interest in this post. We are looking to recruit a self-motivated and conscientious Attendance Officer to join our dedicated Pastoral Team to monitor, analyse and improve pupil attendance and punctuality. Working within the Pastoral Hub at the heart of the school, the Attendance Officer will provide professional support to pupils, parents and carers and contribute to the provision of exceptional pastoral care across the school. This is an excellent opportunity for a dynamic and proactive individual with a flexible and strategic approach. If you are an effective team player with a positive and solution-focused approach to work then we would like to hear from you.

The purpose of this role is to promote the importance of school attendance in order to achieve the highest standards and encourage all pupils to be successful learners, confident individuals and responsible citizens. To succeed in this role, you will be resilient, flexible and be able to prioritise a demanding workload. You will lead relentlessly, providing a professional, efficient and effective administration of pupil attendance and punctuality, supporting the school to ensure the achievement of attendance objectives.

The successful applicant will be required to work 37 hours per week Monday to Friday, term time only. Working hours will be 8.00am to 4.00pm Monday to Thursday and 8.00am-3.30pm on a Friday with 30 minutes for lunch each day.

To be successful in this application, you must be able to demonstrate that you can actively contribute to the high expectations and achievements of the school. In your application, please link your skills, knowledge, experience and personal qualities to the requirements of the post, as described in the job description and person specification. We want you to tell us why you are the right person for the job. If you wish to discuss this non-teaching pastoral support role, or arrange a visit to the school, please contact the Assistant Headteacher – Mrs Ruksana Rasul – rrasul@fairfieldhighschool.co.uk. Tours of the school are welcomed.

This is an exciting and unique opportunity to work in an oversubscribed school and to make a contribution to shaping its future and continue building on its successes. Fairfield is a great place to work; teachers are able to teach and pupils make outstanding progress as we have high standards and expectations. However, we acknowledge that there is always room for improvement and we strive to be the very best we can. If you wish to work in such an environment, please give us your serious consideration.

I look forward to receiving your application and thank you in advance for the interest you have shown.

Yours sincerely



Mrs Stephanie Bateman - Headteacher