

Attendance and Welfare Officer

Join St Thomas More Language College, SW3 2QS, as an Attendance and Welfare Officer.

Hours: Full time, all year round

Salary: £32,442-£33,384

Start Date: 1st September 2026

Contract: Permanent

Are you highly organised, proactive and passionate about supporting young people to thrive?

St Thomas More Language College is seeking a dedicated Attendance and Welfare Officer to join our team. This is a key role in promoting excellent attendance, supporting pupil wellbeing and ensuring that every student is able to succeed in a safe and supportive environment.

About Us

St Thomas More Language College is a thriving Catholic institution which offers a rich and diverse curriculum for its students and a commitment to development opportunities for its staff.

The college is a part of the Saint John Southworth Catholic Academy Trust which promotes a collaborative environment, founded on Catholic Social Teaching and the principles of solidarity and subsidiarity, ensuring pupils and staff are supported to grow and succeed.

Key Responsibilities

As an Attendance and Welfare Officer, you will:

- Monitor and track student attendance daily, ensuring accurate and up-to-date records using the school's management information system (Arbor)
- Follow up on absences by contacting parents/carers and recording outcomes promptly
- Analyse attendance data to identify trends and support targeted interventions
- Work closely with staff, families and external agencies to improve attendance and address barriers to learning
- Attend meetings with families and contribute to action plans for persistent absence
- Provide first aid support and oversee student welfare, including supervising sick or injured pupils
- Produce attendance reports for senior leaders, governors and external agencies
- Ensure compliance with safeguarding, attendance regulations and school policies at all times

What We Are Looking For

Our ideal candidate will:

- Have at least five GCSEs (including English and Maths) and strong administrative skills
- Have experience working with young people or in a customer-facing or administrative role
- Demonstrate excellent organisational, analytical and communication skills
- Be calm, professional and able to respond effectively in busy or high-pressure situations
- Show a strong commitment to safeguarding and promoting student welfare
- Be confident working independently and as part of a team, using their initiative to solve problems

Experience in a school setting, attendance management or first aid is desirable but not essential.

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing
- Access to the Local Government Pension Scheme

Apply Today

To learn more about the role, the school and the Trust, please visit our [Vacancies page](#).

To apply, please download and complete the application forms available on our Vacancies page. Once you have completed the forms, please email your application to hrteam@sjscat.co.uk.

Closing Date: 8am on Monday 13th July 2026

Interviews: Week commencing 13th July 2026

St Thomas More Language College and the Saint John Southworth Catholic Academy Trust are committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

The post below is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!