



# RECRUITMENT PACK

**Vacancy** Attendance Officer

**Deadline** 10am on Friday 6 February 2026



## Attendance Officer

33.75 hours per week

39 weeks per year (term time plus 5 days of the school holidays to be worked by arrangement)

NJC Salary Scale 6 (actual salary: £28,602 - £30,251)

Permanent contract

Required for January 2026 or as soon as possible thereafter

Orleans Park is a successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students. The dedicated staff work hard to ensure students are successful and leave as responsible citizens and confident individuals.

We are seeking to appoint an Attendance Officer to be the first point of contact for all attendance issues in the school. First-rate organisation, IT and person skills are essential as well as a minimum of 2 years of school administration experience.



What's it like to work at Orleans Park? Click the icon to find out.



To see a short film about our school, click the icon.

Applications are shortlisted for interview as they are received so early application is encouraged and we reserve the right to commence the interview process and close the vacancy prior to this date.

**Closing date for applications: 10am on Friday 6 February 2026**

Orleans Park is committed to continuing to make diversity, equity, and inclusion part of everything we do. Ensuring that we are always recruiting, retaining and promoting a diverse mix of colleagues who are representative of the diversity in our local communities gives us a great opportunity to have access to a broad range of ideas and allows us to provide an outstanding education to our young people and an outstanding place for people to work.

In line with the statutory guidance document Keeping Children Safe in Education (2025) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. **We are an equal opportunities employer.**





## Job Description

Job Title:	Attendance Officer
Reporting To:	Marketing & Communications Manager
Grade/Salary Range:	NJC Scale 6
Hours/Weeks:	<ul style="list-style-type: none"><li>• 33.75 hours per week</li><li>• 39 weeks per year (term time plus 5 days of the school holidays to be worked by arrangement)</li><li>• Hours 7:45am to 3:00pm Monday to Friday (this includes a 30 minute unpaid lunch break)</li><li>• Holidays are not to be taken during term time</li></ul>

## Main Duties and Responsibilities

To provide dedicated support for all aspects of school attendance, acting as the first point of contact for attendance matters and ensuring accurate, timely maintenance of registers. The role supports whole-school and borough attendance initiatives by monitoring daily attendance for Years 7-13, following up absences through agreed systems, and liaising with relevant staff and families.

Excellent organisational skills with the ability to prioritise and be flexible and work to tight deadlines, whilst maintaining quality and attention to detail.

**Key Relationships:** Marketing & Communications Manager, Deputy Headteacher (overall responsibility for attendance), Headteacher, Governing Board, Admissions Officer, RIAS (External Agency).

## Attendance Officer Responsibilities (Years 7-13)

- Provide specific support in relation to attendance and work under the guidance of Senior Management and in line with borough attendance initiatives and systems.
- Serve as the first point of contact for all attendance issues in the school.
- Maintain accurate registers and input any required amendments.
- Support the school's ongoing drive to improve attendance base figures.
- Check daily registers for Years 7-13 in AM & PM, ensuring hard copies where necessary, chasing missing registers/marks, and ensuring all absences have a documented audit trail.
- Liaise with the Sixth Form Administrator regarding attendance for Years 12 and 13, particularly during Directed Study Time, ensuring registers are completed and absences followed up.





Responsibility Resilience Respect

### Main Duties and Responsibilities continued

- Follow up on reasons for absence using agreed systems, including first-day absence calls and/or texts to parents/carers, showing clear audit trail in case of spot checks from OFSTED.
- Produce and interpret statistical attendance data for groups within the school.
- Provide the canteen with daily details of students on trips and the total number of students in school.
- Produce daily and weekly attendance reports and provide regular updates for staff (HT, DHT, HOY, EWO, tutors).
- Provide termly Attendance Certificates.
- Maintain effective communication links, sharing relevant information with parents/carers, students, EWO, and colleagues.
- Oversee the signing-in and signing-out process, with a view to switching to digital.
- Liaise with SWO, DHT, HOYs/AHTs, and external support agencies regarding attendance codes, referrals, and improving attendance rates.
- Stay up to date with technology, legislation, and training relating to attendance and registration.
- Comply with policies for child protection, health and safety, security, confidentiality, and data protection; report any concerns to the appropriate person.
- Oversee the 'gate lates' system, including maintaining the late-detention rota (Monday: Y9/10/11; Tuesday: Y11; Wednesday & Friday: Y7-11).
- Produce letters for persistently late students and issue late reports to tutors.
- Monitor the red-hot list to ensure the whereabouts of at-risk students are known at all times for safeguarding purposes.
- Make regular contact home for identified PA students on days when SWO is not in school, promoting improved attendance.
- Assist Student Services with Yondr Pouches, lost property, and other tasks as needed as required.

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the Line Manager or Headteacher.



## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>English and Maths Grade C/Grade 5 or above in GCSE (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Further qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Minimum of <b>2 years</b> experience working in school administration.</li> </ul>	
Abilities and Skills	<ul style="list-style-type: none"> <li>In-depth knowledge of SIMS, specifically all areas linked to attendance and reporting.</li> <li>Solid working knowledge of the Google Suite.</li> <li>Strong organisational skills and ability to be adaptable</li> <li>Effective IT skills</li> <li>High level of accuracy and attention to detail</li> <li>Effective written and verbal communication skills</li> <li>Integrity and understanding of care needed with sensitive information</li> </ul>	
Qualities	<ul style="list-style-type: none"> <li>Ability to establish good relations with staff and external agencies</li> <li>Ability to work effectively as part of a team</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>A demonstrable commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>A demonstrable commitment to equal opportunities</li> <li>Ability to promote and support the school's Equal Opportunities Policy</li> </ul>	
Continuing Professional Development	<ul style="list-style-type: none"> <li>Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available</li> </ul>	



# Your Application

Responsibility Resilience Respect

To apply for this position, you will need to complete an Orleans Park Application Form. As part of the application process, your form must include a supporting statement, which specifically addresses your own qualities and strengths in relation to the advertised role.



Click the icon to download and complete your application form.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the recruitment team if there is anything you wish to discuss before submitting your application. You can email them at [recruitment@orleanspark.school](mailto:recruitment@orleanspark.school)



To see how the school uses prospective candidate's personal data, click the icon.





# Safeguarding Statement

Responsibility Resilience Respect

The Governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Adam Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: Prevention, Protection and Support.



Click the icon to read our full Safeguarding Policy.





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