



**ALEC REED
ACADEMY**
PROUD TO LEARN

**3 - 19 Years (Mixed)
Academy in Northolt,
London Borough of Ealing**

Attendance Officer (Primary based)

Salary: £26,476 per annum

**Monday to Friday, 36 hours per week, Term-time +
Local Gov Pension, free parking, family friendly benefits**



'A great place to work with lots of friendly people, everyone was really kind and helpful in offering up their time and knowledge' Home Attendance Liaison Officer.

We have the exciting opportunity to work collaboratively with experienced staff in a high quality and well-resourced environment in the role of Attendance Officer in our Primary Phase. We are based in West London/Ealing. The role is to work Monday to Friday from 8am to 4pm on a term time basis plus professional development days throughout the year.

Skills & Experience needed:

- The role of Attendance Officer in our Primary Phase requires promoting attendance and punctuality by carrying out daily monitoring, prompt and rigorous responses to pupil lateness or absence including updating daily registers using SIMS as well as inputting and maintaining records of family contacts and interventions including the processing of term-time leave requests
- Applicants must have strong organisational and administrative skills with experience of managing records
- Excellent oral and clear communication skills with a professional manner face to face, over the telephone and email
- Experience in a customer-facing environment working to strict deadlines and periods of intense workload and demand
- A calm and confident demeanour with the ability to show assertion when necessary

What we have to offer you:

- An Ofsted 'Good' school and an exciting place to work
- As an Investor in People, we offer excellent career and professional development opportunities
- The chance to work with exceptionally committed colleagues who have high expectations of students
- A welcoming school in West London/Ealing with great Trustees, where staff feel valued, enjoy opportunities for additional paid responsibilities, and there is scope to influence autonomy
- Employer's pension contribution of over 19%, free on-site parking, subsidised meals and family friendly policies including dependents entitlement
- Regular nominated staff rewards and free breakfasts are also welcomed by staff.

Commitment to safeguarding:

- ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination
- The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

How to apply:

- Come and visit us for a personal tour if you like, or you could visit the 'Quicklinks - Vacancies' section of our website for more information and an application form: www.alecreedacademy.co.uk
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

**Closing date for completed applications: Sunday 15th December 2024 at midnight.
Interviews will be held w/c 16th December 2024.**

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

ARA is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service prior to commencing the role.

Judged as OfSTED Good in 2015 and 2018

