



Attendance Officer

Term time only, 24 hours per week over 5 days

**Starting salary NJC scale 5 point 12, £34,864 full time equivalent,
pro rata is £20,231.**

To start on 1st September 2026 (or sooner)

As one of the most successful and over-subscribed, non-selective schools in South West London with Music and Mathematics as a specialism, we are a truly inclusive and dynamic place to work. The successful candidate will lead on improving pupil attendance and punctuality, working closely with students, families, staff and external agencies to remove barriers to learning. They will monitor and analyse attendance data, follow up absences, and implement targeted interventions including meetings, calls and home visits. The Attendance Officer also supports safeguarding, pupil welfare and behaviour, contributing to a positive school environment and high standards, while underpinning teaching and learning by ensuring all pupils are fully engaged in their education. A good standard of computer skills, literacy and the ability to prioritise is essential for this post.

As a vibrant school of just over 1,000 pupils with a thriving academic Sixth Form, Saint Cecilia's is also a caring Christian community, and together with a close-knit team of dedicated teaching and support staff, has achieved excellent academic success. Whilst candidates must be in sympathy with the aims of a Church of England School, a Christian commitment is not essential.

Located close to Wimbledon Lawn Tennis Club, Saint Cecilia's is well connected to central London and the West End, as well as the tranquil Surrey countryside, by exceptional transport links. The school lies within the Inner London Weighting area, which adds a significant increase to salary.

The nearest underground station is Southfields (District line – Zone 3 and less than a five-minute walk), which is only five minutes from Wimbledon station and 16 minutes from Earl's Court. The area is well served by numerous bus connections to Clapham Junction and Richmond.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Please note we do not accept CVs. We regret that we are unable to offer skilled worker visa sponsorship to non-UK citizens for this role.

To apply for this post, please complete the application form on TES or DfE. Alternatively, download it and send to applications@saintcecilias.london

You can find the link to our TES page on our website: <https://www.saintcecilias.london/workforus>

Please note the deadline is 9.00am, Monday 15th June 2026