



**ALEC REED  
ACADEMY**  
PROUD TO LEARN



**APPLICATION PACK FOR THE ROLE OF  
SECONDARY HOME AND ATTENDANCE LIASON  
OFFICER**

CLOSING DATE

SUNDAY 22<sup>ND</sup> MARCH 2026

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# APPLICATION PACK SECONDARY HOME & ATTENDANCE LIAISON OFFICER



**ALEC REED  
ACADEMY**  
PROUD TO LEARN

# WELCOME

## TO THE ALEC REED ACADEMY

### WELCOME MESSAGE FROM OUR PRINCIPAL & CEO, PHIL COSBY



## Our Learning

We're delighted you're considering joining our vibrant, diverse, and forward-thinking community in the heart of Northolt, where you'll be part of an all-through school, educating pupils from Nursery to Sixth Form. Our Primary Phase is a cornerstone of our success – nurturing curiosity and laying strong foundations for lifelong learning. This unique structure fosters collaboration and professional growth across all key stages.

Our mission is simple: unlock potential and inspire excellence—in students, staff, and the wider community. We provide an environment where everyone feels valued, supported, and empowered to succeed.

We invest in our people with extensive professional development, clear career pathways, and a workplace that champions innovation, wellbeing, and achievement.

This application pack introduces our values, vision, working environment, and the benefits of joining our team. We hope it gives you a clear sense of who we are and what we stand for.

We look forward to the possibility of welcoming you to our Academy community.

Warm regards,

**Phil Cosby**  
Principal & CEO

# KEY VALUES

## “PROUD TO LEARN”

Our motto is at the heart of what we aim to achieve within the academy. To us, a sense of social and moral responsibility is as important as academic success. We model and promote behaviour which treats and respects all people as unique, valuable individuals.

A strong feature of the academy is our focus on three core, guiding principles: Respect, Honesty and Kindness. These positive values and attitudes are a necessary prerequisite for success and we encourage our students to demonstrate these in school, at home and in the wider community. They are central to our daily expectations of students.

As an all-through academy for ages 3–19, we offer a seamless learning journey that nurtures confidence, resilience, and ambition. In our Primary classrooms, respect and kindness underpin every interaction, fostering a safe and joyful environment where young learners thrive.

Our aim is simple: to inspire a love of learning, encourage high aspirations, and prepare young people to become responsible, compassionate citizens who contribute positively to society. By working together—students, staff, and families—we create a community where excellence is not just expected, but achieved.



# RESPECT

# HONESTY

# KINDNESS

At ARA, we believe that a first-class education is the right of every child and we take immense pride in being a truly inclusive academy where every student feels welcomed, valued, and supported. Our purpose is to create an environment where every child can thrive, exceed expectations, and develop the confidence, skills, and cultural capital needed to lead a fulfilling life. We reject the notion that intelligence is fixed or that prior attainment creates a glass ceiling; with the right support, every child can achieve more than they imagined.

Everything we do is driven by our commitment to make the academy a better place for the children we serve, and this vision is lived and breathed daily by every member of staff and our trustees. By providing an education that empowers choice and agency, we ensure that our students leave us not only with academic success but with the resilience and ambition to shape their own futures.



# PRIMARY PHASE – A FOUNDATION FOR LIFELONG SUCCESS



At Alec Reed Academy, our Primary Phase is the cornerstone of our all-through provision. We believe that the early years and primary education set the stage for every child's future success, and we are proud to offer a nurturing, ambitious, and innovative environment for pupils aged 3–19.

## Our Vision for Primary Education

We aim to develop confident, compassionate learners who are ready for the challenges of secondary education and beyond. Through high expectations, innovative teaching, and strong partnerships with families, we ensure every child leaves our Primary Phase equipped with the skills, knowledge, and character to succeed.

## What makes our primary phase exceptional?

- **Inclusive and Aspirational:** Every child is valued and supported to achieve their full potential, regardless of background or starting point
- **Rich, Creative Curriculum:** We deliver a broad and balanced curriculum that inspires curiosity, creativity, and a love of learning, complemented by outdoor learning opportunities through our Academy Fields project
- **Strong Foundations in Literacy and Numeracy:** Our approach ensures mastery of core skills while fostering confidence and independence
- **Specialist Facilities:** Primary pupils benefit from purpose-built spaces, vibrant outdoor areas, and access to our Academy's state-of-the-art resources, including performing arts studios and sports facilities
- **Exceptional Pastoral Care:** Our dedicated team prioritises wellbeing, resilience, and personal development, creating a safe and joyful environment where children thrive
- **Seamless Transition:** As part of an all-through school, our pupils enjoy continuity from Nursery to Sixth Form, supported by shared expertise and collaborative teaching across phases.

# SECONDARY PHASE – SHAPING CONFIDENT, SUCCESSFUL PEOPLE

- Our Secondary Phase is a vibrant, ambitious, and forward-thinking community where students are challenged, supported, and inspired to achieve their very best. We offer a broad and engaging curriculum delivered by dedicated subject specialists who are passionate about nurturing curiosity, confidence, and academic excellence. Our classrooms, laboratories, creative arts spaces, and specialist facilities—including our outstanding sports, STEM, and performance environments—provide students with the tools and opportunities to excel both inside and beyond the classroom.
- High expectations underpin everything we do: our students are encouraged to take pride in their learning, behave with integrity, and contribute positively to Academy life. Strong pastoral care ensures every young person is known, valued, and supported, creating a culture where students thrive both academically and personally. As a result, our Secondary Phase continues to strengthen year on year, with a clear upward trajectory and a shared commitment to securing exceptional outcomes for all learners.
- Whether it's through academic stretch, leadership opportunities, enrichment programmes, careers guidance, or our inclusive approach to personal development, our Secondary Phase empowers students to become confident, resilient, and well-prepared for the next stage of their educational journey.



SCAN  
ME!



## Our Latest Unique Projects

### Academy Fields & Outdoor Education



At Alec Reed Academy, learning doesn't stop at the classroom door. Our Academy Fields project transforms education through nature, creativity, and sustainability.

Thanks to a £1 million investment from our sponsor, the late Sir Alec Reed; and an RHS Chelsea Flower Show Garden, we've created an inspiring outdoor environment that enriches every child's experience.

### What makes Academy Fields unique?

- **Outdoor Learning Hub:** We are working towards a dedicated space for science, environmental studies, and hands-on projects that spark curiosity and critical thinking
- **Sustainability in Action:** A place where pupils will be able to grow food, care for orchards, and learn about biodiversity—developing life skills and environmental responsibility
- **Creative Exploration:** Art, storytelling, and performance activities will take place in natural settings, encouraging imagination and confidence
- **Wellbeing & Resilience:** Outdoor learning promotes physical health, mental wellbeing, and teamwork, helping pupils thrive socially and emotionally
- **Community Engagement:** Families and local partners will be invited to share in the benefits of this green space, strengthening our ties with the wider community.

### Our Vision

Academy Fields is more than a garden—it's a living classroom where children connect with nature, develop practical skills, and discover the joy of learning in the great outdoors.



**ALEC REED  
ACADEMY**  
APPRENTICESHIP  
PROGRAMME

## Reed Employability Hub

### Expert Advice

- Careers guidance tailored to your goals.
- Job profiles and pathways that match your interests.
- Support to help you plan your next steps.

### Job Search Support

- Smart strategies to help you find the right role.
- Apprenticeships, volunteering, and more ways to gain experience.

### Your Employability Hub Offers:

### Training and Development

- CV tips, soft skills, and what skills that employers really want.
- Access to training to boost your...

### What Makes the Hub Unique

#### Key Features:

**Comprehensive Careers Programme**  
Aligned with Gatsby Benchmarks and national guidance

**Real-World Connections**  
Workplace visits, university partnerships, and employer engagement

**Personalised Support**  
Tailored mentoring and guidance for all students, especially those from disadvantaged backgrounds

**Cultural & Global Enrichment**  
Visits to museums, theatres, and international experiences to broaden horizons

**Super-Curricular Opportunities**  
Masterclasses, seminars, and guest lectures to inspire academic excellence

**Apprenticeship Guidance**  
Structured support for Year 13 students applying for apprenticeships.

### Our Employability Hub:

#### Preparing Students for Life Beyond School

At Alec Reed Academy, we believe education should go beyond academic achievement - it should empower every student to thrive in life after school. Our new Employability Hub is a cornerstone of this vision. Designed as part of the Impactful Futures initiative sponsored by Reed, the Hub provides a comprehensive careers and employability programme that equips students with the confidence, skills, and aspirations to succeed in higher education, training, or employment. This is not just about guidance; it's about transformation - breaking down barriers and ensuring that every student, regardless of background, can realise their full potential.

#### Impact and Ambition

Our ambition is clear: to create a generation of confident, resilient, and ambitious young people who are prepared for life in a global society. For the Principal, this initiative offers an exciting opportunity to lead a school that is shaping futures - not just for our students, but for the wider community.

# Exceptional Facilities – A Building Designed for Excellence



## **Architectural Brilliance:**

Our award-winning building, designed by Foster + Partners, combines cutting-edge design with functionality. Bright, open spaces and collaborative zones create an inspiring environment for teaching and learning.

## **Performing Arts & Media Hub:**

A professional 300-seat theatre for productions and assemblies, an industry-standard recording studio, and a digital media suite for creative innovation.

## **Creative Studios:**

Three dedicated art studios and four DT studios, a gallery exhibition space to showcase student and staff creativity.

## **Specialist Learning Areas:**

Fully equipped science laboratories, enterprise zones for project-based learning, and modern classrooms with integrated technology.

## **Sports & Wellbeing:**

A Community Sports Centre, four-court sports hall with climbing wall, outdoor tennis courts, and expansive Academy Fields for outdoor learning. Staff enjoy free access to a fully equipped fitness suite and multi-gym before and after school.

## **Technology Everywhere:**

High-speed wireless connectivity and advanced ICT systems support flexible working and innovative teaching methods.

## **Primary & Early Years Spaces:**

Our Primary Phase benefits from purpose-built halls, vibrant outdoor learning areas and dedicated creative spaces designed to inspire younger learners.



# PROFESSIONAL OPPORTUNITIES



**Join a Team that invests in it's staff – every step of the way**

At our Academy, every new staff member receives a comprehensive induction and tailored training to ensure a smooth start. We are committed to continuous professional development, offering structured opportunities for growth and career progression. From high-quality training programmes to mentoring and development initiatives, we create a culture that empowers staff to achieve their full potential. Primary leaders enjoy tailored CPD, including early literacy strategies, phonics mastery, and curriculum innovation for KS1 and KS2.

## Investing in Your Expertise

We prioritise professional growth through six dedicated Professional Development Days each academic year, featuring dynamic programmes that address key priorities and build expertise across all roles. These days are complemented by a calendar of twilight sessions, offering flexible opportunities for staff to deepen their knowledge and collaborate beyond the school day. Both formats encourage teamwork, allowing subject and phase-specific groups to focus on areas that matter most to them and the Academy. This structured approach ensures every member of staff has access to meaningful, targeted development that drives excellence and innovation.



## Professional Development

The most effective professional development takes place on a daily basis through the high level of support staff receive from their line managers and other Academy staff. Each subject area and Phase is led by a Year Lead, Curriculum or Subject Leader who reports directly to a member of the Academy Leadership Team. In this way, new staff are able to work with members of management at all levels through challenge partners and purposeful team meetings.



## Early Careers Programme

Our Academy offers a first-class Early Careers Teaching (ECT) programme to give new teachers the best possible start. Weekly training sessions provide opportunities to share experiences, collaborate with peers, and learn from experienced colleagues. Led by specialists across the Academy, these sessions focus on practical strategies and subject expertise, supported by personalised mentoring and regular feedback. This programme builds strong foundations for teaching excellence while fostering a supportive, collaborative community from day one.

# YOUR WELLBEING, OUR PRIORITY



**Discretionary Leave**



**Fitness Suite**



**Rewards**



**Family-Friendly Policies**

## STAFF BENEFITS

- Competitive Inner London pay scales (Teachers)
- Access to the Teachers Pension Scheme/Excellent employer pension contributions of over 19% with the Local Government Pension Scheme
- Generous annual leave entitlement of 27 days plus bank holidays (associate staff)
- A well-defined directed-time commitment of 1,265 hours each year (teachers only)
- A proven culture of supporting flexible working requests, with high acceptance levels Academy-wide
- Extensive free on-site parking with enough space to accommodate all staff
- Complimentary use of our newly refurbished, state of the art Fitness Suite
- A comprehensive and ongoing CPD programme to support your professional growth
- Reimbursement of annual professional memberships and fees
- Subsidised meals served in our high-quality in-house restaurant
- Family-friendly policies, including enhanced paid dependants' leave, religious observance days, wedding and funeral leave, moving day leave, and paid time for NHS medical appointments
- Access to our Employee Assistance Programme and Occupational Health services
- Access to the Cycle to Work Scheme
- Free eye tests for staff
- Access to a range of discount schemes including Blue Light Card, Discounts for Teachers, and Costco membership.

# FACTSHEET

Founded in 2003 by the late Sir Alec Reed, Alec Reed Academy (ARA) is a thriving all-through Academy for pupils aged 3–19, serving the Northolt community in the London Borough of Ealing. The Academy opened in 2005 with modern, spacious facilities designed by Foster + Partners and has since expanded significantly. Today, ARA offers education from Nursery through Post-16, alongside an Adult Learning Centre and Community Sports Centre. We also share our site with John Chilton School, which provides specialist education for children with physical and medical needs.

## Current Profile

- School Roll: Over 1,600 pupils across Nursery, Primary, Secondary, and Post-16 phases.

## Our Provisions:

- Nursery (104 places, 30-hour provision)
- Primary (3FE)
- Secondary (6FE)
- Post-16 provision
- Community Links: Adult Learning Centre, Community Sports Centre, and partnerships with local businesses and organisations.

## Community Sports Facilities

- State-of-the-art amenities include a 3G floodlit AstroTurf pitch, climbing wall, gymnasium, dance studio, MUGA, and a 187-seat theatre, serving both students and the wider community.

## Academic Performance

- Ofsted: 'Good' in the last two inspections (2018 and 2023).
- Strong progress measures across all key stages, with Post-16 students achieving high value-added scores and excellent outcomes in A Levels and vocational qualifications.
- Continued focus on raising standards and expanding Post-16 provision.

## Student Profile

- High levels of diversity:
  - 60% of students speak English as an additional language.
  - Above-average proportion of students with SEND support and Education Health Care Plans.
- Pupil Premium: Currently 48% of students
- Inclusive ethos with strong pastoral systems and robust behaviour management.

## Location

- Alec Reed Academy is located in Northolt, West London, close to the A40 and M25.
- Transport Links: 20-minute walk or short bus ride from Northolt Tube (Central Line); Greenford Tube connects to National Rail.
- Community: Northolt offers urban convenience with quick access to central London and proximity to green spaces and towns such as Marlow and Beaconsfield.

## Ethos & Values

Our mission is to prepare children for adult life by:

- Delivering high-quality education and fostering lifelong learning.
- Promoting confidence, ambition, and personal worth.
- Building strong partnerships with families and the local community.
- Upholding values of hard work, honesty, respect, and care for others.



# Staff Testimonials



A great place to work with lots of friendly people. My first week here was well planned and gave me the opportunity to meet and shadow relevant co-workers. Everyone was really kind and helpful in offering up their time and knowledge on school policies and structure, staff responsibilities, showing me around. It was overwhelming but I feel that my introduction was relaxed, yet thorough, which really helped me to settle into my new role.

**Home Attendance Liaison Officer**



All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role.

**SaFE Worker**



The academy is fantastic at supporting your professional development and progression. Myself and many others have been encouraged to apply for ambitious roles and responsibilities within the academy, as well as continuing our development through courses, such as an NPQSL.

**Lead Practitioner – English Cross-Phase Links and Aspiration Programme**



I was really impressed by the school when I came for my interview and induction because I felt as though there was a focus on the important things that matter most to students and staff. I also feel that the compassionate approach that underpins how staff interact with students is in line with my own beliefs. All the staff have been so supportive but also really honest about the challenges and what they are doing to keep improving the school.

**Geography Teacher**



Stay updated with our Weekly Principal Vlog's on YouTube or read our seasonal newsletters for the latest news!



Dear Candidate,

Thank you for your interest in the Home and Attendance Liaison Officer position at Alec Reed Academy. Supporting students and families to improve attendance is a deeply impactful and rewarding responsibility, offering the opportunity to make a real difference in pupils' daily lives and long-term success. By working closely with young people, parents, and staff, this role helps remove barriers to learning and ensures every student has the best possible chance to engage, achieve, and thrive. It is an exciting opportunity for someone passionate about building strong relationships, promoting student wellbeing, and helping families feel supported, informed, and connected to the academy community.

Alec Reed Academy is a vibrant and diverse all-through school serving a community full of aspiration and potential in West London. While our context includes areas of high deprivation, our students demonstrate strong ambition, resilience, and pride in their learning. We are equally proud of our staff, whose commitment and professionalism have contributed to our continued improvement and our 'Good' Ofsted outcomes over the past two inspections.

One of the unique strengths of Alec Reed Academy is that all business services operate entirely in-house –from HR and Finance to IT, Buildings, Hospitality, and Hygiene. This integrated model ensures consistent, responsive, and personalised support for staff, enabling quick resolutions, seamless collaboration, and a working environment where people feel valued and well supported. Our culture is built around respect, honesty, and kindness, and this is reflected in the way we work together every day.

Our HR team provides a comprehensive generalist service to support all staff across the Academy. We handle the full range of HR activity, including recruitment, onboarding, safer recruitment compliance, absence administration, HR systems management, employee relations support, policy guidance, staff induction, and day-to-day advice to managers and employees. Working collaboratively across all departments, we ensure a responsive, efficient and people-centred HR function that underpins the smooth running of the Academy.

The Academy continues to invest in staff development, leadership capacity, and high-quality facilities. We benefit from strong governance, financial stability, and a clear improvement trajectory that we look forward to celebrating in our next inspection.

If you would like to discuss the position confidentially or require further information before applying, please contact the HR Team at [hr@alecreedacademy.co.uk](mailto:hr@alecreedacademy.co.uk).

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

We look forward to hearing from you.

Phil Cosby  
**Principal & CEO**

# Advertising the role of **HOME & ATTENDANCE LIAISON OFFICER**

Salary: SF3.2A PayScale

Closing date for completed applications: 22nd March 2026

Interviews will be held: W/C 23<sup>rd</sup> March 2026

*'All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role.'*  
SaFE Worker

We have the exciting opportunity to work collaboratively with experienced staff in a high quality and well-resourced environment in the role of Home & Attendance Liaison Officer. We are based in West London/Ealing. This position is to commence as soon as possible.

You will work Monday to Friday from 8:30am to 4:00pm during term time and PD days, along with five extra working days during the year. Salary is based on the Safe Worker 3.2A PayScale.

### Skills & Experience needed:

- The role requires applicants to have experience of working with young people, establishing successful relationships with them.
- Applicants must possess GCSE Grade C or Functional Skills level 2 or above in English and Mathematics
- Have excellent organisational and administrative skills, the ability to carry out instructions, work with minimum supervision and equally to work under pressure
- Applicants must hold a full UK driving licence, have access to a car and ensure their vehicle insurance includes business-use cover.

### What we have to offer you:

- An Ofsted 'Good' school and an exciting place to work
- 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
- Employer's pension contribution of over 19%
- Increased job security in a public sector role compared to private sector with generous holidays
- New free on-site state of the art fitness suite, access to Blue Light Card and Costco membership for all staff, cycle to work scheme
- Free on-site parking, subsidised meals and family friendly policies including paid dependents entitlement.

### 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 'Work For Us' section of our website for more information and an application form: [www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

Closing date for completed applications: Sunday 22nd March 2026 at midnight

Interviews will be held w/c 23<sup>rd</sup> March 2026

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 and Social media check prior to commencing the role.

## Judged as Ofsted Good in 2023



You're welcome to visit us for a personal tour, or explore the "Work For Us" section on our website for more details and an application form.

Prefer to chat? Our HR team would be happy to speak with you—just call.



[www.alecreedacademy.co.uk/](http://www.alecreedacademy.co.uk/)



020 8841 4511



Bengarth Road, Northolt,  
Middlesex, UB5 5LQ

## JOB DESCRIPTION

# HOME & ATTENDANCE LIAISON OFFICER



**Line Manager: Vice Principal**

### **Role Purpose:**

To oversee the work of the attendance team and in conjunction with the work alongside the wider Secondary Phase Student & Family Education (SaFE) team to maintain high levels of care for children. Ensuring that attendance concerns are identified early, acted upon effectively and escalated appropriately when legal or safeguarding thresholds are met, in a timely manner. They attend school and that where additional support is required this is put in place in a timely manner.

### **Key Areas of Responsibility:**

Children and Young People (CYP)

- CYP Meetings – attend, manage and minute meetings, produce pupil profiles and share these with relevant staff for agreed actions, review regularly
- To lead on the creation, maintaining and updating of meeting agenda's and pupil profiles following weekly CYP meetings
- Where relevant add names to the CYP agenda when incidents are recorded on CPOMs.

### Attendance and Punctuality

- As part of the wider attendance team check that registers have been taken electronically throughout the day
- To support the wider attendance team in the making of daily phone calls for high profile persistently absent children
- To support with the registration of children that arrive late to school
- To carry out home visits for persistently absent children
- To monitor, analyse and improve pupil attendance and ensure statutory compliance
- Monitor and update relevant Attendance Trackers and Bromcom, to ensure accuracy
- Prepare fortnightly/ termly reports for Year Teams – identifying PA cases and implementing early interventions
- Work in partnership with students, parents and external agencies to investigate barriers to learning, applying reasonable adjustments and ensure family receive support to resolve unauthorised absence
- Liaise with the Link Attendance Officer around all attendance concerns and in particular where pupils are on a reduced timetable or being educated in an alternative provision.

### Education Welfare Officer

In conjunction with a team of staff ensure that Leavers Forms are completed in a timely manner and confirm destination or school of application and start date

- Ensure that appropriate documentation such as CP files are shared with destination school. Track the sharing of files and use recorded delivery
- Implement the three letter – 20 day rule where required
- Support with the tracking of non arrival new admissions and the tracking of destinations for school leavers in Year 6, 11 and 13
- Oversee the issue of Holiday Fines
- Track unauthorised absences over ten days and refer to the LA as appropriate.
- Liaise with key staff regarding Children in Care
- Elective Home Education - ensure parents understand responsibility they are undertaking, EHE protocol is followed and appropriate borough is informed.
- When a parent decides to Home Educate ensure that all protocols are followed and that the appropriate borough is informed
- Support with the completion of EHAP forms and attend TAF meetings where necessary.
- Complete relevant forms and refer to Local Authority via Gateway for:
  - Intention of Fixed Penalty Notice
  - Children Missing Education
  - CMOE
  - Unauthorised Leave

### Safeguarding

- To support the Secondary Phase Safeguarding Leads with logging and filing all safeguarding paperwork with the tracking of concerns around individual pupils.
- To maintain accurate records for the Child Protection Files and ensure these are sent on if a pupil transfers schools
- To cover as and when necessary in the short-term absence of SaFe Workers.

### SEND

- Assist the SEND department with the Annual Review process of children with EHC Plans across the whole Academy (Primary & Secondary Phase)
- Support with the liaison with the Educational Psychologist taking and distributing minutes as appropriate
- Attend SEN Plan meetings (notes and schedules), providing profiles on pupils discussed at the meetings.

### General

- Ensuring to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- To support the smooth operational running of the academy on a day to day basis
- To undertake weekly lunch or and break duties when required
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the Board of Trustees body and its management to enable them to maintain a safe and healthy work place
- Be up to date with current safeguarding procedures
- Attend year team and SaFeWorker meetings
- Liaise with a range of staff to ensure that information is shared and deadlines are met
- Liaise with parents, all outside agencies and organisations appropriate to the above
- Any other reasonable ad hoc works, administration or services required.

# HOME & ATTENDANCE LIAISON OFFICER

## Person Specification

### Knowledge, Qualifications and Experience

#### Essential:

- Applicants must hold a full UK driving licence, have access to a car and ensure their vehicle insurance includes business-use cover
- GCSE Grade C or Functional Skills Level 2 or above in English and Mathematics (or equivalent)
- Strong organisational and administrative skills with experience of managing records
- Excellent oral and clear communication skills
- Experience in customer-facing environment working to strict deadlines and periods of intense workload and demand
- Experience of working with young people establishing successful relationships with them
- Experience of enforcing behaviour management with young people
- Experience and excellent knowledge and proficiency in successfully using Microsoft Office package including Word, Excel and Outlook
- Experience of successful note taking

#### Desirable:

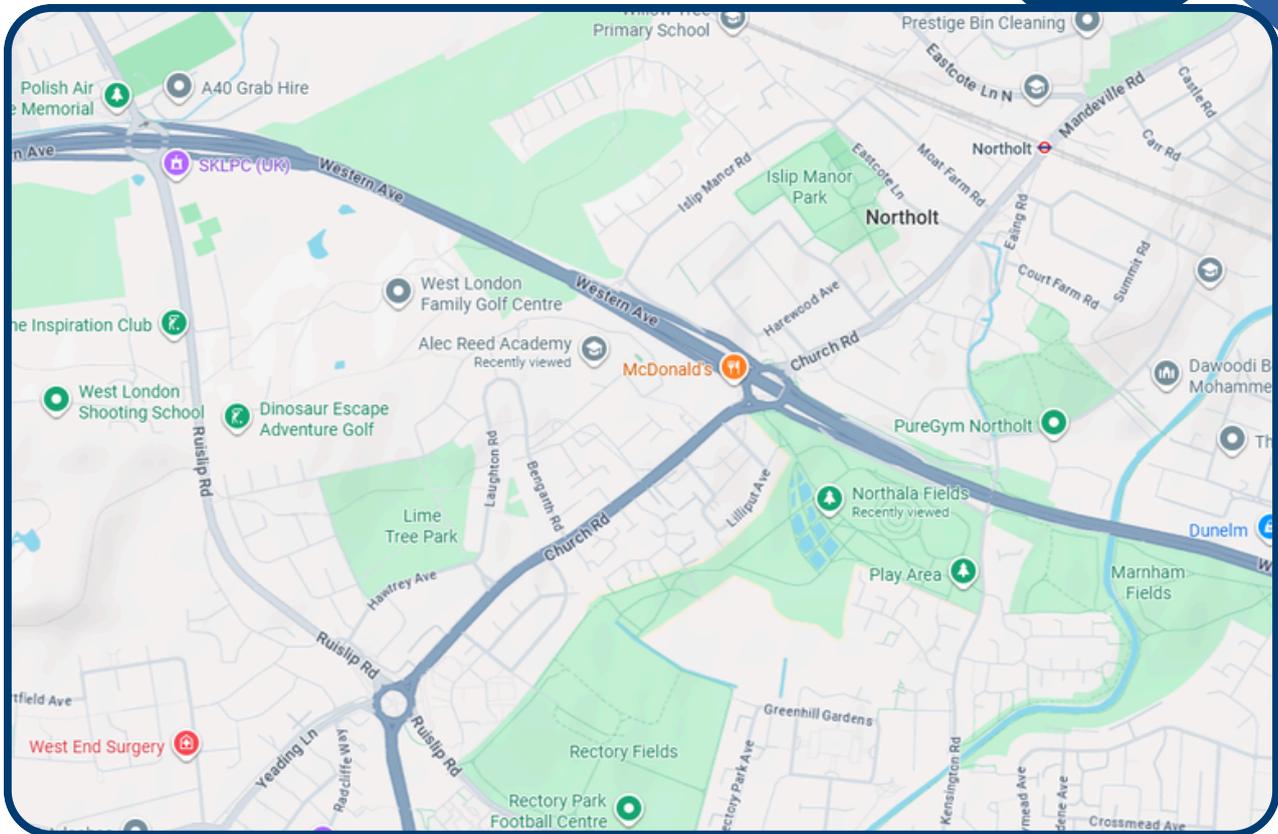
- Educated to A Level / Functional Skills Level 3 standard (or equivalent)
- Successful working in a large school or similar institution
- Knowledge of Child protection procedures
- Experience of working with a multi-agency team
- Appropriate knowledge of first aid

#### Abilities and Interests

- The ability to work in a way that promotes the safety and wellbeing of children and young people including having an awareness of the safeguarding requirements of the Academy along with Child Protection Policy
- Ability to develop and maintain good professional relationships with students, staff and parents
- A calm and confident demeanour with the ability to show assertion when necessary
- A demonstrable commitment to equality of opportunity
- Committed to maintaining high standards across the Academy
- Ability to work flexibly and constructively as part of a team, understanding Academy roles and responsibilities and their own position within these
- Ability to carry out instructions and work with minimum supervision and equally to work under pressure
- A willingness to become involved in wider Academy initiatives and activities
- A strong commitment to one's own professional development



# Contact Us



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HR@alecreedacademy.co.uk

... Or visit our website

[www.alecreedacademy.co.uk](http://www.alecreedacademy.co.uk)

