



**ALEC REED  
ACADEMY**

PROUD TO LEARN

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

## **PRIMARY PHASE ATTENDANCE OFFICER**

**Salary: £24,276 per annum**

**Monday to Friday, 36 hours per week, Term-time +**



We seek to appoint a professional, motivated and effective individual who can undertake the role of Attendance Officer based in our Primary Phase. This newly created role will help to ensure that every child is receiving a suitable, full-time education by encouraging regular attendance at school. The position is to start as soon as possible.

The role also involves promoting attendance and punctuality by carrying out daily monitoring, and prompt, rigorous responses to pupil lateness or absence including updating daily registers using SIMS. You will contact parents of absent pupils each day and issue more formal communications, co-ordinate meetings and implement agreed strategies to improve targets. The role also involves assisting with telephone and in person queries from visitors, parents & carers and assisting with key events, such as parents evening as and when required. It is essential that applicants have strong organisational and administrative skills with experience of managing records; excellent oral and clear communication skills; a professional manner face to face, over the telephone and email; and a calm and confident demeanour with the ability to show assertion when necessary. Being a first aider with current training is essential. This position is highly accountable and key performance indicators will be created as part of the performance management review.

The role is to work Monday to Friday from 8am to 4pm although the total hours and working times are negotiable. This is on a term time only basis plus PD days.

As an Investor in People, the Academy offers excellent career and professional development. We have great Trustees, staff feel valued, enjoy opportunities for additional paid responsibilities, and there is scope to influence autonomy. The Academy provides an employer's pension contribution of over 17%, free on-site parking, free use of the gym, subsidised meals and family friendly policies including dependents entitlement. Regular nominated staff rewards and free breakfasts are also welcomed by staff.

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.

Visit the 'Quicklinks - Vacancies' 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 19th February 2023 at 12pm.  
Interviews will be held as soon as possible.**

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***



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