



**HAYDON
SCHOOL**

BECOME PART OF
A GREAT TEAM

ATTENDANCE & PUNCTUALITY OFFICER

37 hours, per week 39 weeks term Time plus Training Days
Scale 5, Point 12. Salary £ 25,137 (£ 21,593 pro rata)

Haydon is a large, friendly and creative school in North West London. We have been judged as outstanding by OFSTED.

THE ROLE:

- **To be responsible for the operational management of the attendance strategy and lead intervention where attendance falls below acceptable levels**
- **To contribute to improving student outcomes by improving school attendance**
- **To work with students and families to identify the reasons impacting on the attendance of individual students and to support with their return to full time educational provision**
- **To establish and develop a professional service to support the school in raising attendance, overcoming persistent absenteeism and improving punctuality**

ABOUT YOU:

- Ability to manage working time effectively and to develop professionally
- A desire to work with young people to ensure good attendance at school and so academic progress
- Willingness to adapt a proactive approach to supporting young people overcome barriers to good school attendance.
- **Computer literate, experience of using word and excel, and a willingness to become proficient at other attendance tracking softwares.**

TO FIND OUT WHY WE'RE SO PROUD OF HAYDON SCHOOL AND LEARN MORE ABOUT THIS ROLE:

Visit our website now www.haydonschool.com
or check us out on twitter @HaydonSchool

HOW TO APPLY:

An application form can be found on our website under 'Join Us' and 'Vacancies.' Applications and covering letter should be sent to: gmcaulliffe.312@gfmail.org
Please note CVs will not be accepted

We reserve the right to interview on application

MORE INFORMATION:

If you would like to discuss the post or require further information, please contact Sam Kidd :
skidd5.312@gfmail.org

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Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

ACHIEVING

INDIVIDUAL EXCELLENCE

IN A CARING COMMUNITY