



- Post Title:** Attendance & Welfare Officer (& Administrative Support to the Headteacher)
- Dates:** Closing date for applications: 23rd March 2025
Interviews: w/c 24th March 2025
Starting date: Immediate
- Salary:** £14,103 to £15,096 per annum pro rata 39 term time weeks plus 1 week
25 Hours Per Working Week
[if full time this would equate to an **annual salary of £23,868 to £25,504**]
- Location:** Swanage, Dorset
- Contract term:** Permanent

We have a fantastic new job opportunity for an Attendance & Welfare Officer with outstanding interpersonal skills, strong administration skills and the ability to work on own initiative as well as part of a wider team.

Working as an Attendance & Welfare Officer you will join the Pastoral Team, working with students and parents, monitoring and analysing whole school attendance and punctuality, as well as attendance of specific cohorts and student groups. The post holder will have experience of working with young people and their families. Experience in social care would be an advantage.

The role will involve attending meetings and liaising with parents/carers, outside agencies and social workers in relation to attendance, punctuality and other pastoral issues. They will need to establish and maintain good relationships with all of these groups. The role may necessitate visiting some parents/students at home.

You will also provide some administrative support to the Headteacher.

The successful candidate would ideally have previous experience of working in a busy school environment and/or be able to clearly evidence relevant transferable skills and abilities from other business areas.

You will be comfortable working with all the usual Office suite of applications (Word, Excel, Outlook etc), and a knowledge of Arbor would be an advantage, but applications are welcomed from all individuals who can demonstrate:

- Outstanding interpersonal and communication skills
 - The ability to thrive in a fast-paced working environment prone to constant interruptions.
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Candidates should evidence their suitability for this interesting, sometimes challenging, but always rewarding post by clearly highlighting all relevant knowledge and/or experience on their application.

Key tasks will include:

- Monitoring and analysing whole school attendance and punctuality as well as attendance of specific cohorts and student groups.
- Working proactively with the Senior Management & Pastoral Teams to ascertain reasons for student absence and implement strategies that will help address and prevent further absence.
- Communicating and corresponding effectively with parents/carers, the attendance legal panel and alternative education providers.
- Efficient and accurate recording of all information relating to attendance through Arbor, attendance logs and statutory returns.
- Supporting the Pastoral Team with behaviour and welfare issues as well as working one to one with students who are on specific attendance support plans.
- Provide administration support for the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities in the job description and personal specification of this post, the school requires flexibility and a can-do attitude in all of its employees.

We offer:

- A welcoming and supportive atmosphere
- Eligibility to join the Local Government Pension Scheme
- Access to the staff wellbeing service

If this sounds like you, then please apply.

Our application form is available on our website: www.theswanageschool.co.uk/vacancies

If you have any questions about the school or the role, or if you would like to arrange a visit to the school, please contact Jen Heath on:

jenheath@theswanageschool.co.uk or phone 01929 500599

The Swanage School is a Free School with its own terms and conditions that broadly follow National School Conditions.

As an equal opportunity employer, we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. A DBS check, proof of qualifications and a medical check will be required of the successful applicant.
