



Harrow Way Community School

Learning for life, success for all

Headteacher: Mrs D L German

Harrow Way | Andover | Hampshire | SP10 3RH

adminoffice@harrowway.hants.sch.uk

"Harrow Way continues to be a good school with many outstanding features." **01264 364533**
Ofsted HMI July 2022

Attendance Officer

Grade D £22,483 - £24,850 Actual, £25,628 - £28,326 Full Time Equivalent
37 hours per week, Term time only

Harrow Way is an oversubscribed, vibrant and successful school where excellence and high aspirations permeate every aspect of school life. We are proud to be at the forefront of curriculum development and whole-school innovation. Every student is valued as an individual and whatever their goals, staff are there to support, nurture and assist them along their journey to success. We are committed to continuing to raise the achievement of all our students.

A new opportunity has arisen for a suitable candidate to take on the role of Attendance Officer. Reporting to the Deputy Headteacher, the role will require the post-holder to assume day to day responsibility checking and promoting students daily attendance. You will also be responsible for promoting positive attitudes towards school attendance in both students and their families. Full details of the role responsibilities can be found of the job description.

The successful candidate will have the following qualifications/experience:

- GCSE's passes in Maths and English
- Experience of working in a school or child focused environment

And be able to demonstrate the following skills & behaviours:

- Good administrative skills, with proven ability in developing and implementing efficient systems and procedures
- Person-centred with excellent interpersonal and communication skills.
- IT literate with experience of using databases and spreadsheets.
- Good organisational skills
- Capable of working using own initiative and prioritising own workload, whilst also working as part of a team.
- Be trustworthy, professional, able to empathise and must be professionally discreet and respect confidentiality.

A full copy of the Job Description is available to view/download from our school website.



Visits to the school by prospective applicants prior to application are encouraged. To arrange such a visit, or for an informal discussion regarding the post, please contact Mrs Tracey Roberts, School Business Manager, on the above number. Application packs are available for download from the school website.

Closing Date: Friday 11th October 2024.

Interviews will be on: Friday 18th October 2024.

Harrow Way Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.