



# ATTENDANCE & ADMISSIONS OFFICER

**SALARY: SCALE 4, £30,288 fte (subject to pro rata)**

**1 YEAR FIXED TERM CONTRACT**

**TERM TIME PLUS 3 WEEKS: 41 WEEKS, HOURS TBC**  
(COVER RECEPTION FROM 7:30 - 08:00 OR COVER RECEPTION from 15:00 - 16:00)

## SAFEGUARDING

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

[WWW.HARLINGTONSCHOOL.CO.UK](http://WWW.HARLINGTONSCHOOL.CO.UK)

TEL: 0208 569 1610 | EMAIL: [ENQUIRIES@HARLINGTONSCHOOL.ORG](mailto:ENQUIRIES@HARLINGTONSCHOOL.ORG)

PINKWELL LANE, HAYES, MIDDLESEX, UB3 1PB



# WELCOME FROM THE HEADTEACHER

Welcome prospective colleague, to quite possibly your next role and a life changing experience for both yourself and our students. Thank you for showing an interest in joining our team and working alongside us here at Harlington School. If successful you will be joining a dynamic, diverse and passionately committed team of highly professional staff. All of our staff place our students at the heart of everything we do.

Our vision is to enable each and every one within our School community to 'Be the BEST version of themselves'. Be it ourselves as staff or our students, we believe in being the best in ourselves so that we can bring positive solutions to make the world a better place. In an ever-changing world we aim to keep moving forward and to be part of the positive solutions...

We look after our staff here, using coaching and joint collaboration model for improving professional practice and pedagogy. Middle and senior leaders work hard to support staff with behaviour management to ensure you have the skills and support to teach without interruption. We see professional development for all associate and teaching staff as the foundations of our success. Whatever post you are applying for, you will be incredibly well supported in your professional development to become an outstanding practitioner. We are highly regarded by ITT providers for the quality of training that we offer to colleagues at the beginning of their careers, and for more experienced colleagues, professional development is a key priority; colleagues are frequently promoted after working with us. Associate staff are equally supported to develop their professional practice, with industry 'gold standard' accreditations, and we have a stable staffing with low annual turnover.

Harlington School has a responsibility for, and is committed to, safeguarding and promoting the welfare of students and young people, and ensuring that they are protected from harm. All positions are subject to an enhanced DBS check and we take pride in being an equal opportunities employer.

Harlington has undergone significant transformational change over the last few years coupled with significant improvement in progress outcomes and examination results. Moving into our new building in November 2023 (phase 1/2), we are a happy, successful and popular oversubscribed school, with waiting lists in every year group. Much of this has been due to the successful inclusive culture fostered over many years by the staff and students at Harlington.

Our teaching and student facing staff aim to deliver quality first teaching approaches that builds both the keys to successful academic outcomes alongside the stability and resilience to thrive as an independent successful contributing adult. Our associate staff work tirelessly to deliver a professional, outstanding quality of practice with the students at the heart of their work, understanding that regardless of role our priority always remains the safety, wellbeing and improving the life chances of our students. It is these common goals and the ability to see challenges as opportunities rather than barriers that enables our collective and unified response, built over many years of dedication to the students of our Harlington School community.

Where we support, coach and promote successfully from within, we are also in the position to recruit transformational staff who can support, build on and enable our continued growth and change. We look for individuals with the capacity and drive to succeed, see solutions rather than problems, and are glass half full individuals with the ability to recognise that regardless of role, our students are paramount and that they have solutions to enable a better tomorrow.

We work hard, but the rewards are immense. We aim to maintain a work life balance so that in protecting each other we enable us to be at our best professionally and committed in the time we are here. We have a supportive culture where staff wellbeing is augmented by our commitment in constant improvement to keep moving forward.

We welcome contact prior to application (email [recruitment@harlingtontschool.org](mailto:recruitment@harlingtontschool.org)) – please contact HR if you would like to see us in action, and we'll do our best. I would like to wish you every success in your future career, and look forward to receiving your application if you choose to apply for this position.

Yours sincerely,

Mr A D'Onofrio  
Headteacher



# THE ROLE

## ATTENDANCE & ADMISSIONS OFFICER

**SALARY:** Scale 4, £30,288 fte – subject to Pro Rata

**HOURS:** This is a term time only plus 3 weeks appointment. The post holder is employed for 41 weeks per year, which includes five training days. Full details of employment hours are contained in the contract and will be agreed with your line manager. As this is a term time position, holidays occur during the published holiday periods of the school.

### LINE OF RESPONSIBILITY:

The Attendance & Admissions Officer will be reporting to the Assistant Headteacher.

### THE ATTENDANCE & ADMISSIONS OFFICER:

- is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- shall uphold the school's policy in respect of child protection and safeguarding matters.
- shall be subject to all relevant statutory and institutional requirements.
- may be required to perform any other reasonable tasks after consultation.

### JOB PURPOSE:

To work in partnership with Senior Staff, Head of Years, Form Tutors, LA and other relevant agencies in maintaining a high level of student attendance reducing absence and unauthorised absence – highlighting trigger points and taking appropriate action.

Support in relation to the admission process applications, fair banding testing, and appeals to the school and to provide a welcoming and efficient point of contact between the public, schools and relevant agencies and the school concerning all aspects of Admissions processes.

Possessing a strong customer focus and providing a high quality and effective administration service primarily, but not exclusively, relating to a range of on-boarding and lifecycle processes and procedures.



# JOB DESCRIPTION

## KEY TASKS AND RESPONSIBILITIES

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Assistant Headteacher. Please note that the post holder may be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

## ATTENDANCE

- Liaison with parents/carers and students regarding attendance issues
- Arrange calls to follow up student absence including managing and monitoring absence systems in place
- Chase up reasons for absence using agreed systems
- Record parent/carer notification of student absence
- Liaison with parents/carers and students regarding attendance issues
- Arrange calls to follow up student absence
- Record parent/carer notification of student absence
- Produce letters to parents/carers in relation to attendance
- Maintain accurate records, relating to attendance using in-house Management of Information System
- Participate in the development of school reward systems in relation to attendance
- Regular liaison with Senior Management, Head of Years and Form Tutors in respect of register completion and attendance issues
- Produce reports for Senior Management, Head of Years, Form Tutors and governing body as required
- Produce and interpret statistical data relating to attendance patterns of groups within the school.
- Maintain attendance files and archive as necessary
- Meet with LA and Head of Years regularly to obtain, collate and report information including Fast track referrals
- Attend meetings as required in relation to nature of post
- Regular liaison with all relevant parties concerned to help alleviate attendance issues
- Undertake occasional visits to family home accompanied by LA/Community Police Officer
- Visits to schools to exchange relevant info and networking as necessary

## ADDITIONAL ATTENDANCE DUTIES

- To provide administrative support relative to the post to the Head of Years including attending and arranging meetings
- To provide administrative support to the Senior Leaders: Assistant Headteacher.
- Be aware of and comply with statutory legislation, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

## ADMISSIONS

- Handle admission enquiries from schools, parents/carers, students and appropriate external agencies on all aspects of the admissions process and status of applications paying due regard to Data Protection Act and the School's Admission Policy
- Manage requests for prospectus, application forms etc.
- To facilitate the progressions of applications including requesting further information from applicants and previous schools (where applicable).



- Produce official correspondence to applicants in relation to admissions to the school within specified guidelines and timeframes
- Maintain the operation of the school's waiting list in accordance with the School's Admission Policy, alerting Assistant Headteacher and Admissions Committee as places become available
- Be responsible for communicating offers of places, checking proof of address/sibling etc. for casual admissions paying due regard to the School's Admission Policy
- Issuing relevant information in relation to new admissions to Head of Years
- Liaise with and provide administrative support to Assistant Headteacher and Admissions Committee and Head of Years in relation to applications to the school
- Arrange induction programme in conjunction with the Assistant Headteacher admissions including liaising and arranging issuing of uniform, locker keys and reading test.
- To undertake and maintain computerised records relating to admissions (applications, offers, declines, waiting lists etc).
- Produce admission statistics for Leadership Team, Admissions Committee and Governing body as and when required.
- Administration of Prospective year 7 admission events
- To be responsible for sending student files to other schools with regards to those off roll and to be the point of contact for other schools with regards to on/off roll.
- To prepare and produce amendments and improvements for all published material relating to Admissions, distributed by the school with the assistance of the Assistant Headteacher.
- Provide administrative support to Head of Years with regards to on/off roll and general admin relating to students.
- Prepare agendas, draft and take minutes of meetings in relation to the post, and follow up issues appropriately
- Inform Data Officer of all new admissions and Leavers.

## YEAR 6 – 7 ADMISSIONS

- Organise the Fair Banding testing process for all Year 6 applicants to the school including liaison with families and external agencies in relation to test dates, ordering and posting of tests.
- Assist with the administration of testing on at least one Saturday in the autumn term each year (a second may be necessary, with negotiation, as a mop up session)
- Liaison with assessment agency and Local Authority in relation to fair banding testing and admissions
- Assist with, and provide administrative support for Prospective Year 7 Open Evenings
- Receive and manage late applications for September admissions into Year 7
- Be responsible for communicating offers of places, checking proof of address/sibling for September admissions into Year 7 and maintain waiting lists in accordance with School Admission Policy.
- Be responsible for collection and input of student data on Management of Information System either through electronic or manual processes.
- Prepare all documentation through word-processing or desktop publishing in relation to Induction Day for Year 6 – 7 transfers.
- Liaison with Head of Year for Year 7, Inclusion Faculty, Primary Schools and LA in relation to Year 6-7 transfers including the setting up and attendance at meetings and appointments

## ADMISSION APPEALS

- To respond, by phone and written correspondence, to appeals and requests for feedback accurately and completely, minimising upward referral
- To liaise with Clerk to Governors, Governing Body, Appeal Clerk and Appeal Panel members regarding all lodged appeals
- To arrange with Clerk to Governors and Appeal Panel members all Appeal Hearings dates, times and venues.



- To produce all documentation in conjunction with the Clerk to Governors in relation to Appeal Hearings.

## ADDITIONAL DUTIES FOR ADMISSIONS

- To provide administrative support to the AP: Post 16 AP: Specialism and AP Teaching & Learning including typing of letters, arranging appointments, producing spreadsheets as appropriate.
- Liaison with the IT Digital Lead to ensure Admissions page on website is kept up to date and accurate
- To be responsible for the filing of student records in school archive

## GENERAL

- To be a proactive member of the Administrative Team, assisting other team members as and when necessary, including printing/collation and distribution of reports and other whole school mailings.
- To assist on a rotational basis throughout the day within the student 'shop' area, attending to student print out of timetables, student enquiries, stationery and uniform sales
- To provide cover for reception on a rotational basis, in conjunction with other administrative staff, as and when required
- To provide adequate office cover in conjunction with other administrative staff as appropriate and to liaise with the Director of HR and Admin and assist in office as and when necessary.
- To undertake training and development in relation to the post as and when necessary.
- To help ensure the office remains tidy and is a safe working environment.
- To hold a first aid at work certificate
- Any other duties commensurate with the general level of responsibility of the post.

## ADDITIONAL REQUIREMENTS:

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

- Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school.
- The School is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the School's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the school.

## REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher. This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher.

**Person Responsible: Headteacher.**



## PERSONAL SPECIFICATION

Qualifications and Relevant Experience	Essential	Desirable
Studied to a minimum standard of GCSE grade 5 or equivalent, incl. English and mathematics.	✓	
Excellent communication, numeracy and computer skills	✓	
Experience of computer-based database record systems.	✓	
Minimum of 2 years clerical/administrative experience including contact with a range of customers/clients.	✓	
Relevant administration qualification (NVQ L3 and or ECDL)	✓	

Knowledge and Skills	Essential	Desirable
Ability to act on own initiative with minimal supervision to meet deadlines set or negotiated.	✓	
Ability to demonstrate tact, confidentiality, commitment and flexibility.	✓	
Ability, flexibility and willingness to work as part of a team with a number of professional and administrative staff.	✓	
Ability to work effectively with students and their parents/carers in a way which empowers them to understand legalities relating to attendance	✓	
Willingness and ability to manage own time and take full responsibility for work produced.	✓	
Ability to keep accurate and relevant records	✓	
Ability to work under pressure.	✓	
Willingness to accept training and develop new skills in key areas of the job.	✓	
Awareness of current developments in education.		✓

Personal and Interpersonal Qualities	Essential	Desirable
Ability to show initiative and to prioritise one's own work and that of others even when under pressure	✓	
Able to work flexibly to meet deadlines and respond to unplanned situations.	✓	
Efficient and meticulous in organisation.	✓	
Desire to enhance and develop skills/knowledge through CPD.	✓	
Ability to reach and bend, and to carry out some lifting/moving of equipment.	✓	
Commitment to the highest standards of child protection and safeguarding.	✓	
Commitment to the school's ethos, aims and its whole community.	✓	
Ability to communicate effectively at all levels, verbally and in writing.	✓	
Ability to relate well to children and adults – approachable and flexible	✓	
Excellent telephone manner and ability to deal with enquiries as required with minimal supervision.	✓	
Methodical approach to work and the ability to prioritise.	✓	
Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓	
Able to attend occasional parent's evening as and when required	✓	
Ability to show initiative and to prioritise one's own work and that of others even when under pressure	✓	
Able to work flexibly to meet deadlines and respond to unplanned situations.	✓	



## APPLY:

Applications are to be made electronically using the school application form available on the website. All enquiries and applications via email only to: [recruitment@harlingtonschool.org](mailto:recruitment@harlingtonschool.org). If you require any further information or wish to discuss this role in more detail please contact the Director of HR and Admin, Vanessa Chettiar via the recruitment email.

*We are committed to safeguarding and promoting the welfare of children, and to equality of opportunity. Enhanced DBS clearance will be required. No agency enquiries. CVs alone will not be accepted.*

**CLOSING DATE: Friday 26<sup>th</sup> September 2025, 12pm**

**INTERVIEWS: TBC**

**shortlisting and interviews may take place before closing date for suitable candidates.**

If you have not heard from us within two weeks after the closing date, please consider your application as unsuccessful.

# SELECTION AND INTERVIEW PROCESS

## APPOINTMENT PROCEDURE

The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Suitable references and safeguarding checks occurring prior to, during and after the interview process.
- HR interview
- Interview panel
- Task

Please note that we shall be following up references after shortlisting has taken place. Please ensure that you complete all sections of the application form. Gaps in employment history will be explored with you at interview, and we ask that you bring copies of your qualification certification with you – thank you.

## CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification at any time after consultation with the post holder.
- May be required to perform any other reasonable tasks after consultation.
- All members of staff are required to participate in the school's appraisal scheme.
- Staff are required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Staff shall uphold the school's policy in respect of child protection and safeguarding matters.
- Staff shall be subject to all relevant statutory and institutional requirements.



# SCHOOL BACKGROUND INFORMATION

Harlington School is a large school in the southernmost part of the London Borough of Hillingdon. After a period of very high student mobility, the school is now successful and oversubscribed.

We are a Foundation, mixed ability comprehensive school, with a small Specialist Resource Provision for children with Physical and Sensory Disabilities. Our staff and students are passionate, friendly and diverse, hailing from across the globe. More than 60 languages are spoken at the school, and we are renowned for our inclusive, supportive culture. Our admissions policy includes priority placement for the children of staff. Currently we employ approximately 162 staff, including teachers, associate staff and apprentices. We also host up to 20 Beginner Teachers every year, from a number of ITT providers including the Hillingdon SCITT, a number of universities and we also train colleagues from Teach First.

The school has a number of links with other schools, and external accreditations. We are an IQM Flagship School, an ArtsMark Gold School and are pleased to be in receipt of the Schools' Wellbeing Award. In September 2018 we were featured in the Parliamentary Review: <https://www.theparliamentaryreview.co.uk/organisations/harlington-school>

In our most recent OfSTED Section 8 inspection in October 2024, the school was judged as continuing to be Good.

<https://reports.ofsted.gov.uk/provider/23/102451>

## NEW TO THE TEACHING PROFESSION?

Your training and development needs are fully supported in your ECT years and beyond. We have a full time professional tutor in addition to your faculty mentor, to guide and support you and there is a weekly ECT training programme in addition to other professional development programmes. Loadings are reduced, and we give you a classroom that is located near to more experienced staff in the faculty. Wherever possible we look at not only the number of periods you teach but also the number of classes that you are responsible for, in your first year.

We actively promote collaborative and reflective practice, and support colleagues who are new to the profession in developing positive relationships and effective behaviour management strategies, as well as developing effective techniques to reduce workload. We know that the first couple of years in the profession are hard work as you develop your craft, and we encourage you to share in your successes, but also not be afraid to ask for help if you need it.

We offer the opportunity of paid employment for the last three weeks of the summer term prior to September contracts commencement.

## TEACHING STAFF: LEARNING, ASSESSMENT AND PROFESSIONAL DEVELOPMENT

Teaching is good at Harlington as a result of a whole school commitment to continual discussion and improvement of the teaching craft. We have reduced teacher loadings for many teachers to create a weekly Joint Planning Time for subject areas during the school day, and we have used our training day provision to create regular Teacher Development meeting slots after school. We have a Teaching Team comprising of Lead Practitioners and a Professional Tutor who are highly regarded for their support and CPD programmes for all staff. Staff who are relatively new to the profession are given time, energy and care to support their training. We very rarely ask teachers to teach outside of their specialism, and we are investing heavily in developing a trust based, coaching model. As a result, teaching quality has further strengthened since OfSTED judged it to be good in 2015, reconfirmed in 2018 and in recently in 2024. We are highly regarded by Teach First and a number of universities, who place large numbers of Beginner Teachers on placement with us. Staff are encouraged and supported to gain additional qualifications, and we currently have staff undertaking National Professional teaching accreditations, as well as Lead Practitioner and Masters' Degrees. There are 'step up' programmes for emerging middle and senior leaders, and coaching opportunities for the Middle and Senior Leadership Team. Preparation for Headship is established, with 4 colleagues either undergoing or have completed NPQH, the 'Head for a Day' Programme.

We are developing our virtual learning platform, migrating to Microsoft Teams this year for student communications, remote learning and pedagogy to provide a wider range of curriculum resources to students.



We are actively moving away from 'marking' to 'feedback', and developing best practice in moderating students' work when evaluating progress.

## ASSOCIATE STAFF: ETHOS, VALUES AND PROFESSIONAL DEVELOPMENT

Associate staff are expected to be committed to supporting and educating young people, whether or not their job involves working directly with the students. Everything that we do is to provide a high quality educational experience for our students. Associate staff are encouraged to develop their own professional development and have equal access to the staff development budget. We have a great track record in supporting staff into teacher training from a learning support assistant background. Industry accreditations such as CLEAPPS and HAS training is also encouraged and supported.

## HOW TO FIND US

Harlington School is situated at the southern end of the London Borough of Hillingdon, near the M4 and Heathrow Airport. We have good access to London to our east by road, rail and underground. There is also easy access to the countryside of Berkshire, Buckinghamshire and Hertfordshire via the M4 and M25.

### BY BUS

U4 Uxbridge – Prologis Park via Hayes & Harlington Station.

### BY RAIL

Hayes & Harlington Station from Paddington, Ealing, Reading and Slough.

### BY CAR

Exit M4 Junction 4, following signs towards Hayes.

If you wish to use your Sat Nav to find us, use postcode UB3 1PB. Please park in the car park accessed from Dudley Place.

