



COMMITTED TO
EXCELLENCE

GREENSHAW HIGH SCHOOL

**GREENSHAW
HIGH SCHOOL**



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Greenshaw High School,
Grennell Road,
Sutton,
Surrey SM1 3DY

Telephone: 020 8715 1001

Email: info@greenshaw.co.uk



Dear Candidate,

Welcome to our school and thank you for taking an interest in joining Greenshaw High School. We are the highly popular founder school in a thriving multi academy trust. We are immensely proud of our great community and look forward to welcoming you, should you wish to be part of our special family of staff and students..

Greenshaw High School is a highly over-subscribed 11 to 19 mixed comprehensive secondary school situated in Sutton, South West London. We currently have around 1,960 students on roll, with staff providing teaching, pastoral care and many other support activities across the school. We have a very diverse population of students, meaning that this school offers a fully comprehensive range of opportunities for colleagues who work here.

We are fortunate to be a highly popular school with a long standing and trusted record for excellent education. This was endorsed in our most recent Ofsted report (October 2024) that judged four areas of our school's performance to be 'Outstanding'. We believe this comes from our ambition to achieve two different educational targets.

The first is striving for all of our students to achieve **high outcomes** - we have been in the top 10% of all schools for progress at GCSE in two of the last three years. We have also enabled over 60 students each year to achieve a place at a Russell Group university. We are particularly proud that the progress of our disadvantaged students is also in the top 10% nationally at GCSE, and that we are one of the most respected schools for the education of SEND students in Sutton.

The second ambition is to do all we can to create a culture of **high welfare**. We prize the dignity of all members of our community, greeting our pupils at the gate when they arrive at school, as they enter each classroom and around school. We encourage, and model, high quality social interaction throughout the school day so that our pupils are naturally welcoming and interested in others. Alongside our care for pupils we also have absolute regard for the workload of all colleagues, those that teach and those that are non-pupil facing, with a culture of warmth and support. I am very proud that our Ofsted report, while grading 'Behaviour and Attitudes' as outstanding also used the adjective 'friendly'.

These are very exciting times for our school. We are into an amazing building project that will see two thirds of the school rebuilt, totally upgrading the day to day experience for our pupils and staff. While we work tirelessly to maintain the fabric of the existing buildings, and the decor within them, I am very excited about our students being able to learn in brand new science labs, drama studios, and art facilities supported by a twenty first century learning resource centre.

Joining Greenshaw represents an excellent professional opportunity. You would be joining a staff group, teaching and non-teaching, who are totally committed. Our Research School status means we have access to the most recent findings about educational effectiveness, and we run a rich training programme for all colleagues.

We are at the heart of the Greenshaw Learning Trust, a multi academy trust with very strong outcomes for our children across primary and secondary phases, spread over nine local authorities in southern England. This means we are also very well connected to subject leads, professional support and wider networks. As a group each school is focused on developing our own excellence, as well as committing to the successes of our other partner schools.

I know that there is often a relatively tight window for applications but we always welcome visits prior to making an application. In addition, our school website is very detailed and offers much information about the school. If you would like to arrange a visit, or talk over the phone or online, do please contact the school's HR team at hr@greenshaw.co.uk.

Greenshaw High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

If our vision for education is one you share then please do read on. We are ambitious about promoting excellence, life changing opportunities and inclusion. I very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification. We encourage applications from all candidates who would like to play their part in our work to continue the development further of our successful school.

I look forward to welcoming you in person at Greenshaw High School very soon



Yours sincerely

Nick House, Headteacher

TERMS AND CONDITIONS

CONTRACT

- Fixed Term (Maternity cover until July 2027)

SALARY

- Salary calculated in line with NJC Outer London pay scale, points 11-15, £33,129.00 - £35,109.00 per annum (£29,266.71 - £31,015.88 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

HOURS OF WORK

- Full time, 36 hours per week
- Term time plus 2 weeks (5 Inset days and 5 additional days to be worked during the school holidays)
- Typical working pattern: Monday to Thursday 8:00am to 4:00pm and Friday 8:00am to 3:45pm
- The above hours will include a daily unpaid break of 45 minutes
- Flexibility and the ability to work outside of the normal working hours may be required

PLACE OF WORK

- Greenshaw High School, Grennell Road, Sutton, Surrey SM1 4DY.

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Attendance Officer
Responsible to:	Attendance Lead

ROLE OVERVIEW

We are looking for an enthusiastic and committed individual to join our Attendance team. The successful candidate will motivate, challenge, support and inspire our students. They must also have relevant experience in a similar role with a proven track record.

The Attendance Officer will be responsible for the daily management of attendance procedures, ensuring absences are accurately recorded and providing timely absence information to Year Teams for follow-up. As attendance is a key safeguarding responsibility, the postholder will help identify concerns early and support safeguarding processes through accurate monitoring. Working as part of the Attendance Team, the Attendance Officer will work closely with the Attendance Lead and alongside the Attendance Support Worker to deliver the school's graduated response to attendance. They will proactively identify patterns of concern, support early interventions, and work with families to secure sustained improvements.

This role is ideal for someone who is passionate about improving student attendance and outcomes, highly organised and proactive, and enjoys working collaboratively as part of a team. The successful candidate will be able to balance the demands of administrative accuracy with meaningful, direct work supporting students and families.

MAIN DUTIES AND RESPONSIBILITIES

- Manage and maintain accurate attendance records using Bromcom, ensuring compliance with statutory requirements and school policies.
- Monitor daily attendance registers and promptly follow up on any unexplained absences.
- Ensure all exams, trips, sporting activities, and other authorised absences are accurately recorded on Bromcom.
- Provide accurate and timely daily absence lists to Year Teams to enable swift follow-up.
- Prepare, analyse, and present attendance data, identifying trends and patterns across individuals, year groups, and key demographics.
- Provide weekly and termly attendance reports to the Senior Leadership Team, Attendance Lead, Year Teams, and other stakeholders as required.
- Support the Attendance Lead in identifying emerging attendance concerns across priority groups (eg. SEND, disadvantaged students) to inform strategic planning.
- Assist with statutory returns and ensure all attendance records meet legal and safeguarding requirements.

- Manage the distribution and collection of registers during fire drills and ensure accurate reconciliation against Bromcom records.
- Liaise with other schools to monitor and verify the attendance of siblings and students with shared vulnerabilities.
- Follow the school's graduated response to attendance concerns, escalating issues through clearly defined stages.
- Arrange and lead attendance meetings with parents/carers to discuss concerns, offer support, agree attendance targets, and formalise action plans.
- Prepare supporting documentation for cases that escalate towards formal/legal processes due to persistent absence.
- Work closely with the Attendance Lead to ensure interventions are appropriate, timely, and regularly reviewed for impact.
- Support attendance-related conversations at relevant parents' evenings and other school events.
- Work directly with students who experience difficulties attending regularly, providing pastoral support and practical strategies to improve attendance.
- Deliver small group interventions focused on re-engagement and improving attendance consistency.
- Work with families to promote the importance of attendance and its impact on educational outcomes.
- Support Year Teams to identify individuals or groups of students requiring additional intervention to improve attendance and punctuality.
- Work collaboratively within the Attendance Team, supporting a coordinated and consistent approach to attendance.
- Liaise with colleagues across the school and external agencies, including safeguarding leads, to ensure joined-up support for students.
- Share concerns with the Designated Safeguarding Lead where appropriate and contribute to safeguarding processes as required.
- Monitor attendance patterns of vulnerable students and report any concerns promptly.
- Uphold and promote safeguarding procedures in line with school policy and statutory guidance.
- Keep up to date with developments and best practice in attendance, including legislative changes, through INSET, training, and professional networks.
- Assist in the completion of all required statistical returns for the Local Authority, DfE, and other bodies regarding attendance and punctuality.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.

- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Education, qualifications and training		
Educated to A-Level standard (or equivalent)	x	
Minimum of GCSEs (or equivalent) in English, Maths and Science at Grade 4/C or above	x	
A good standard of literacy and numeracy	x	
Willingness to undertake ongoing professional training and development	x	
Experience and knowledge		
Experience of working within school attendance systems or a similar administrative role	x	
Proficient in the use of school management information systems (preferably Bromcom)	x	
Clear understanding of attendance processes, including the graduated response to attendance concerns	x	
A sound understanding of safeguarding responsibilities within a school setting	x	
Knowledge and understanding of the needs of young people who experience Emotionally Based School Avoidance (EBSA) and Social, Emotional and Mental Health (SEMH) difficulties.		x
Experience delivering small groups or 1:1 interventions with students.		x
Knowledge of statutory attendance requirements and legal frameworks relating to attendance.		x
Aptitude and skills		
Excellent organisational and administrative skills, with strong attention to detail	x	
Ability to analyse attendance data effectively to identify patterns and inform actions	x	
A good standard of IT and data inputting skills e.g. Word, Excel	x	
Strong communication and interpersonal skills, with confidence in leading professional conversations with parents, carers, and colleagues	x	
Ability to work constructively as part of a team and form good relationships with colleagues	x	

Committed to the safeguarding of children	x	
Additional requirements		
Able to appropriately deal with confidential information	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Recognition of the importance of personal responsibility for Health and Safety	x	
Commitment to the school's ethos, aims and its whole community	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 27/09/2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held shortly after the closing date. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post as soon as possible.



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7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



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