



AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

Live, Learn and Succeed Together

Recruitment Pack

Attendance Officer





AMERSHAM SCHOOL
A BUSINESS & ENTERPRISE COLLEGE

WELCOME

Thank you for your interest in Amersham School. We are a student centred school. We pride ourselves on our ability to provide each and every one of our students with a first class and personalised education, which enables them to flourish and succeed in all areas of school life. Students are central to our philosophy of individual success and aspiration. Development of self-confidence, positive attitudes and enterprise skills are fundamental to the delivery of our first-class, personalised and progressive education.

As employers, we are committed to your personal development. We offer a supportive and innovative environment to work within and opportunities for Professional Development that will allow you to enhance your skilful practice.

We are seeking to appoint an enthusiastic and organised **Attendance Officer** to join this successful and dynamic team, who will share in the school's vision for success and play their part as we continue to secure outstanding facilities for our students.

Applications are via My New Term.

Please visit the school website for more details:
www.amershamschool.org.uk/vacancies.

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS clearance and safer recruitment checks.



AT A GLANCE



Attendance Officer



Start Date

As soon as possible



Hours and Salary

Term time, plus inset days
37 hours per week
Bucks Pay Range 3.16
£24,074 pro rata / £29,114 FTE



Closing Date

Friday 18 September 2026
Or earlier subject to receiving
enough suitable applications



Interview Date

On application



Apply Via

My New Term, see the school
website for more details.



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AMERSHAM SCHOOL

Dear Applicant

I am delighted you are considering applying for a position at Amersham School. We strive to create a supportive and structured learning environment in which individuals are challenged to realise their full potential, and encouraged to be ambitious for their futures. We believe it is of the utmost importance for students to become self confident, positive and enquiring learners and this vision underpins everything we do.

Our students are encouraged to become well rounded and broad-minded individuals and we support this through a diverse range of extra-curricular activities. As a Business and Enterprise specialist school, we focus on the development of skills which inspire and motivate our students to become successful and confident adults.

Amersham School looks forward to an exciting and promising future. Our students achieve good examination results at both GCSE and A Level. We are consistently one of the top performing Upper Schools in the County, making sure that our students have the personal qualifications and qualities to access Post-16 education and training. We are incredibly proud of our students and welcome the opportunity to work with and learn from those who share our dedication to innovation, improvement and success.

Please visit our school website where you will find a wealth of information about our vision and our mission statement 'Live, Learn and Succeed Together' where our values of mutual respect, honesty and integrity, responsibility and ownership, equality and co-operation alongside the establishment of a sense of community underpin our school environment.

I do hope that you will make an application to join Team Amersham. Our staff turnover is very low due to staff reporting that they feel valued and that they are supported, invested in, and encouraged to achieve high professional standards

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Kate Strain'.

Kate Strain
Headteacher



THE ROLE

Job Title: Attendance Officer

Report to: Associate Deputy Headteacher

Main Purpose of the Role

The Attendance Lead will:

- Monitor and track student attendance and punctuality on a daily basis.
- Identify patterns of absence and implement timely interventions.
- Contact families regarding attendance concerns and work collaboratively to improve attendance.
- Produce attendance reports and analyse attendance data to support decision-making.
- Support attendance panels, meetings and student reintegration plans.
- Work closely with Heads of Year, the Safeguarding Team and SEND department to remove barriers to attendance.
- Liaise with external agencies, including the Local Authority, where appropriate.
- Promote a positive culture of attendance across the school community.
- Ensure compliance with statutory attendance guidance and school procedures.

We Are Looking For Someone Who

- Has excellent organisational and administrative skills.
- Can communicate confidently and sensitively with students, families and staff.
- Has strong attention to detail and the ability to analyse data.
- Is proactive, resilient and solution-focused.
- Can manage challenging conversations professionally and constructively.



PERSON SPECIFICATION

Specification	Essential	Desirable
Qualifications		
Experience working in a secondary school setting in a role supporting students		X
Relevant mental health, mentoring or social care experience or qualifications		X
Experience working in a people-centred role		X
Experience		
Fosters an open, fair and equitable culture	X	
Develops and empowers people	X	
Willingness to engage in continuing professional development	X	
Collaborates well with colleagues	X	
Knowledge and comprehensive understanding of the requirements for effective safeguarding of children and a commitment to safeguarding and promoting the welfare of children		X
Knowledge of external agencies		X
Skills		
Excellent communication skills	X	
Child-centred in approach	X	
Able to work effectively with colleagues, students and parents/guardians to build partnership and consensus on values, beliefs and shared responsibilities	X	
Adaptable to changing circumstances and new ideas	X	
Able to work calmly under pressure	X	
Approachable and enjoys working with young people and families	X	



- Has experience working in a school, pastoral, safeguarding or administrative environment (desirable).
- Shares our commitment to ensuring every student can thrive and succeed.

We Can Offer

- A supportive and welcoming staff team.
- Ongoing professional development opportunities.
- The opportunity to make a significant difference to students and families.
- Access to our on-site Fitness Suite.
- On-site parking.
- A strong culture of collaboration and professional learning.
- The opportunity to work in a school where relationships and student success are at the heart of everything we do.

General

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply with and actively promote the school aims and ethos, policies (including Behaviour for Learning, Equal Opportunities, Attendance and Health & Safety).
- To promote positive student conduct. To address negative student conduct and take appropriate steps to deal with it.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
- To comply with the Staff Code of Conduct, including smart dress code, establish a business-like environment and promote excellent relationships and a positive ethos when communicating students, staff, parents and external contacts.
- To undertake training and development relevant to the post.

Values diversity and the unique place and contribution every individual makes to the learning community	X	
Copes well with and can steer difficult conversations to a positive outcome	X	
Passionate about supporting children and their families	X	
Is comfortable dealing with conflict	X	
Demonstrates professionalism, loyalty and integrity	X	
Enthusiastic and reliable with personal impact and an empathic presence	X	
Self-motivated with solid organisational skills and the ability to prioritise workload effectively	X	
Assertive and confident in their ability to make sound judgements, even when faced with opposition/confrontation	X	
Professional appearance and communication style	X	
Able to work under their own initiative		X
Able to plan their time and meet deadlines	X	
Willing and able to adapt to the requirements of the role if needed, change priorities at short notice	X	



Responsibilities: All Staff

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.
- To maintain confidentiality at all times.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.



WE OFFER



A friendly and supportive environment



Excellent and ongoing opportunities for professional development



Access to onsite fitness suite with weights



A range of staff social events



An environment focused on wellbeing



We subscribe to the Employee Assistance Programme (EAP) available 24/7 including financial and legal support, counselling and coaching

WHY US?

Our Mission Statement 'Live, Learn and Succeed Together' lies at the heart of our school. It is from this foundation that we build our team; Team Amersham. By valuing and supporting each other we are all able to experience personal success and happiness.

We are a happy school - this does not happen by accident but through intent. Our desire to provide an excellent education is partnered with nurturing, fun, camaraderie and opportunity. It is our desire that each of our students look forward to what the school day will bring. Our staff have been handpicked for their professionalism and their ability to be positive and cheerful!

The Local Area

Our school is situated in Amersham in the heart of leafy Buckinghamshire, home to the Chilterns and nestled amongst beautiful countryside. The Old Market Town of Amersham is simply glorious and shrouded in history with cobbled streets, an enclosed garden, 700 year old buildings with excellent eateries and the River Misbourne running parallel to the town.

Amersham-on-the-Hill is a bustling area with a new purpose built leisure centre, high street names, including Marks and Spencer, Waitrose and individual outlets making up an eclectic High Street. Amersham Underground Station comes under Zone 9 of the network and the Metropolitan Line provides easy access to London Marylebone in just 32 minutes.

Buckinghamshire is regularly cited as one of the best places to live in the UK. The surrounding areas include beautiful greenbelt locations with the county bordering the Shires of Berkshire, Oxfordshire, Northamptonshire, Bedfordshire, Hertfordshire and Greater London. Buckinghamshire offers many lovely places to live and visit including Waddesdon Manor, Cliveden, Stowe and Hughenden plus picturesque woodlands and wildflower meadows.



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 [amersham.school](https://www.instagram.com/amersham.school)

#LiveLearnSucceed | #TeamAmersham

Agencies - Amersham School's terms and conditions are that should you put a candidate forward after the first publication of a vacancy, the School will be liable for an introductory fee of no more than 10% of salary with reducing clawback over the first term, regardless of your terms and conditions.

Amersham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to uphold the school's policy in respect of child protection matters.
