



INFORMATION PACK

**KS5 Attendance and
Well-Being Officer**



The Latimer Arts College

Job Description

Role:	Attendance and Wellbeing Officer (with KS5 focus)	Postholder:	
Scale:	NJC Grade E, Point 4-5	Hours:	8.20am – 2.40pm 30 hours per week 38 weeks per year (term time only) 20 minute unpaid break
Line Manager:	Business Manager (PMR) Close liaison with Sixth Form Manager and Attendance Administrators	Direct Reports:	None
Date:	October 2025	Reviewed:	

General Responsibilities

- To offer frontline support to our students with attendance and well-being.

Specific Responsibilities

- To understand and be fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To support with daily attendance procedures in Sixth Form by taking registers for supported study sessions and undertaking calls with parents and carers of those who are absent if required;
- To support the Sixth Form by being a presence in the study area at times during the day;
- To be DSL trained to support with Sixth Form safeguarding and well-being concerns;
- To support the attendance team with missing registers or missing students;
- To support the Student Services Team by covering the Student Services Receptionist during their lunch break, or during absence;
- To support the Student Services Team as a trained first aider;
- To support the wider school with events such as vaccinations and school photographs;
- To be part of a House and support KS5 students with attendance mentoring;
- To undertake any other reasonable duties as directed by the Principal.



PERSON SPECIFICATION: Attendance and Wellbeing Officer (with KS5 focus)

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
High level of Literacy and Numeracy skills, equivalent to Level 2	X		Application form / verified at interview
First Aid qualification or the willingness to be trained	X		Application form / verified at interview
Working with Children and Young People	Essential	Desirable	Method of Assessment
Motivated to work with children and young people to ensure they are successful	X		Application form / reference / interview
Commitment to, and belief in, the equal value of all students	X		Application form / interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Reference / interview
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	X		Reference / interview
Experience of working with children in an educational setting		X	Application form / interview
An awareness of child protection issues and willingness to be a safeguarding officer	X		Application form / interview
Knowledge and Experience	Essential	Desirable	Method of Assessment
Proven experience of working in administration	X		Application form
Prior relevant experience of working in a school		X	Application form / interview
Experience of using SIMS (School's Information Management System)		X	Application form / interview
Skills	Essential	Desirable	Method of Assessment
Strong ICT skills, especially in the use of Word and Excel	X		Application form / interview
Appropriate level of data protection, security and confidentiality awareness	X		Application form / reference / interview
Strong communication and listening skills	X		Application form / interview
Ability to problem solve and an awareness and ability to identify issues that children may experience and how they can be resolved	X		Application form / interview
Accurate, consistent and have an attention to detail	X		Application form / interview



Personal Qualities	Essential	Desirable	Method of Assessment
Ability to work well with multiple staff and teams	X		Application form / interview
Ability to keep calm and maintain an air of authority	X		Application form / interview
Efficient and organised: independent and effective in time management	X		Application form / interview
Ability to use initiative	X		Application form / interview
Willing to be flexible and adaptable	X		Application form / interview
Additional Requirements	Essential	Desirable	Method of Assessment
Willing to contribute to the wider aspects of school life		X	Interview



Daily routine:

Based in the sixth form centre and office – unless stated otherwise*

8:20am – 10:30am	Complete the sixth form centre am register – chase missing registers and/or marks Conduct absence calls of missing students and issue temporary lanyards as required Complete the sixth form P2 supported study / 10th hour registers
10:30am – 10:50am	Supervision of the sixth form centre during break
10:50am – 11:20am	Complete the sixth form P3 supported study / 10th hour registers – chase missing registers and/or marks
11:20pm – 12:20pm	*Cover student services reception (receptionist and supervisor to each have a 30 min break)
12:20pm – 1:00pm	Supervision of the sixth form centre during lunch (sixth form manager to have a 30 min break)
1:00pm – 1:20pm	Complete sixth form P4 supported study / 10th hour registers - chase missing registers and/or marks
1:20pm – 1:40pm	Take a lunch break (SS3 / sixth form cafe)
1:40pm – 2:00pm	Mentor sixth form students / Track punctuality / Attendance data
2:00pm – 2:40pm	Complete the sixth form P5 supported study / 10th hour registers – chase missing registers and/or marks

Throughout the day:

***Be available via email to chase any main school missing registers or missing children**

Be available to speak to sixth form students regarding well-being or safeguarding concerns

***Be available via email to respond to first aid incidents when needed during the day**