



ATTENDANCE AND WELLBEING OFFICER (with KS5 focus)
Grade E, Point 4-5 (£17,114 - £17,384 Actual / £25,185 - £25,583 FTE)
30 hours per week / 38 weeks per year

Required As Soon As Possible

'Pupils are happy to attend this school. The school's values include honesty, excellence, ambition, respect and teamwork. The school's culture is rooted in these values. There are positive relationships between staff and pupils. Staff have high expectations, and pupils live up to these.'

'Staff are proud to work at the school. They feel well supported by leaders in respect of workload, well-being and managing pupils' behaviour. Staff value the professional development they receive.'

We are looking to appoint a highly effective and efficient person to offer a frontline support to our Key Stage 5 students with attendance and well-being. We are seeking a candidate who has a genuine desire to support children and young people, strong interpersonal skills and a good sense of humour.

The role also requires the successful candidate to support the Student Services Team by covering the Student Services Receptionist during their lunch break, or during absence and supporting with first aid as and when needed. A first aid qualification is desirable.

This will be an exciting, interesting and varied role that will make a significant contribution to students unlocking their potential.

The successful applicant will find a purposeful and supportive learning environment, with a team of staff committed to raising student achievement and well-being.

This is a permanent post. The hours per week are 8.20 am to 2.40 pm with a 20-minute unpaid break, term time only.

For an application form and further details, please visit the [vacancies](#) page on our [website](#). Alternatively, please email vacancies@latimer.org.uk.

Please note we do not accept CVs as part of our application process.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

The Latimer Arts College values the diversity of our workforce and welcomes applications from all sectors of the community.

Closing date for applications: 3.00 pm Thursday 23 October 2025

Interviews w/c 3 November 2025