

Stormont House School

Operations & Attendance Officer

Salary Scale 6

36 hours per week | Term Time + 2 Weeks

£36,154.40 – £37,243.28

Please note the start time for this role is 7am daily, Monday to Fridays

This is an exciting opportunity to join the administrative team at Stormont House School, a five-times Outstanding special school.

We are looking to appoint an experienced, highly organised and proactive **Operations & Attendance Officer** to coordinate a range of key operational systems and help ensure the effective day-to-day running of the school.

This is a varied role at the heart of school operations. The successful candidate will coordinate systems relating to **student attendance, daily staff cover, admissions, operational data, compliance and administration**. You will work closely with senior leaders, teaching and support staff, parents/carers, Local Authorities and external agencies.

Key responsibilities include leading the daily staff-cover process, managing attendance systems and first-day response procedures, maintaining accurate pupil and operational data, supporting exams and assessment processes, coordinating EHCP consultations and admissions processes, and supporting recruitment and workforce administration.

We are looking for someone who can work confidently across several areas, prioritise competing demands and maintain high levels of accuracy. You will need strong administrative, organisational, analytical and communication skills, together with experience of using MIS systems and Microsoft Office.

Experience of attendance systems, staff cover, admissions, EHCP consultations, recruitment or examinations administration would be particularly valuable.

We are unblinkingly focused on continual improvement, and this position will play an important role in helping us achieve our vision of **“Achievement for All in a Unique World-Class School.”**

We serve a richly diverse community and welcome applications from all sections of the community. We are committed to equality, diversity and increasing the diversity of our workforce.

In your supporting statement, please explain **why you wish to join Stormont House School and how your experience of coordinating operational and administrative processes makes you the right candidate for this role.**

Stormont House School is committed to safeguarding children. Enhanced DBS checks will be carried out on new employees. In line with Keeping Children Safe in Education guidance, an online search will also be undertaken for shortlisted candidates.

We strongly encourage applicants to join an informal discussion before applying, to find out more about the school, role and team.

For further information or to arrange an informal discussion, please contact:

recruitment@stormonthouse.hackney.sch.uk | 020 8985 4245

Application deadline: 16 October 2026

Interview date: W/C 2 November 2026