

Information about the Operations and Attendance Officer Position

Who are we?

A five-times outstanding special school whose vision is

Achievement for all in a unique world-class school

that

- intends to be the best in the world at what we do
- provides dedicated staff with the opportunity to become excellent
- is respected locally and nationally in the education and creative sectors
- believes our pupils deserve the very best from us

What does the job involve?

To coordinate key operational systems relating to attendance, staff cover, admissions, compliance and operational administration, ensuring effective daily operations, statutory compliance, accurate record keeping and high-quality administrative support across the school.

What will I be directly responsible for?

You will be directly responsible for coordinating daily staff cover and absence arrangements; managing student attendance systems and first-day response; maintaining accurate pupil, staff and operational data; supporting exams, assessment and reporting; coordinating admissions and EHCP consultations; supporting recruitment and workforce administration; and ensuring operational processes meet safeguarding, GDPR and other statutory requirements.

Who are you?

1. We are seeking to recruit an Operations and Attendance Officer with strong organisational and administrative skills, excellent attention to detail and the ability to manage competing priorities and deadlines.
2. An experienced administrator, ideally with significant experience in a school or similar environment, who is confident using MIS systems and Microsoft Office to maintain, extract and analyse information.
3. A calm and resourceful coordinator who can lead daily staff cover arrangements, respond to staff absence and communicate changes clearly with colleagues and senior leaders.
4. Committed to improving student attendance through accurate systems, effective first-day response, clear reporting and appropriate escalation of safeguarding concerns.
5. A confident communicator who can build effective relationships with staff, parents, Local Authorities, feeder

schools, supply agencies and other external partners.

6. A highly accurate and discreet professional who understands the importance of confidentiality, GDPR, safeguarding and compliance in school administration.
7. A self-starting team player who can support admissions, EHCP consultations, exams, recruitment, events and wider operational projects while remaining flexible when priorities change.
8. Clear about your contribution to our school vision, Equality and Diversity, and inclusive administrative practice, and ready to help remove barriers to engagement and achievement for all students.

Who are the students?

Our students

1. are fantastic, though not an 'easy ride' in any sense
2. usually come from mainstream primary school at age 11 as a large secondary school just wouldn't work for them
3. usually remain here until age 16 or 17 before going onto mainstream local colleges or training
4. have a wide range of Learning; Speech, Language & Communication and Emotional Needs
5. have many strengths and talents to discover, as well as difficulties, achieving up to GCSE/BTEC levels
6. make great strides with their personal, social and academic development during their time here

What else do you need to know?

- We have a mixture of primary, secondary, and FE, experienced curriculum staff; there is a great sharing of expertise amongst staff.
- Our school community is richly diverse; understanding, celebrating, and capitalising on that is essential to the success of our school. We encourage applications from all sections of the community and have made a public commitment to Equality and Diversity.
- Our students tell us that the qualities they value in our staff are patience, kindness, being a good listener and having a good sense of humour. (Other qualities are 'cool' 'able to play football' and 'ability to skip' but we won't hold you to that!) We value highly the views of our students so they therefore will play a part in the recruiting process.
- There are 30 lessons per week, including assembly.
- There are 2 classes per year group, each with 11-12 students
- We highly value continuing professional development therefore attendance at fortnightly afterschool CPD until 4:45pm is a requirement.
- We are a lead school in the Hackney Teaching School Alliance where we work alongside 11 primaries, 3 secondary, a nursery and alternative provision. Developing our impact on teacher training and CPD beyond our school is a priority for the coming years.
- We are a National Support School and support development of educational leadership, teaching & learning as far away as Suffolk and Wolverhampton.
- We have made the John Hattie Visible Learning Plus Programme a central part of our CPD programme, continually developing evidence-informed approaches to teaching and learning.
- Although they make great strides with their personal, social and academic development here, most students will still have considerable difficulties with their learning when they are in KS4.
- We take safeguarding children seriously: As part of the shortlisting process, we will carry out an online search (including social media) on all applicants. Employment is not confirmed until a reference from your current/most recent Headteacher and enhanced clearance from the Disclosure and Barring Scheme (DBS) are received.

What do I do next?

We'd very strongly encourage you to join an informal discussion online before you apply to help you get a sense of the school and team you'd be working with and to ask any questions you may have. Please contact Kitty Kaur via recruitment@stormonthouse.hackney.sch.uk or (020) 8985 4245 for further information.

This post is graded SC6. Please see the vacancy advert for details of any informal meeting or visit arrangements.

Completed application forms should be emailed to recruitment@stormonthouse.hackney.sch.uk

Please see the vacancy advert for the application deadline.

Please see the vacancy advert for the interview date.