

ADVERTISEMENT

Attendance Officer

Salary: Scale 4 (actual salary £23,385.75 rising annually to £24,761.65 inclusive of Outer London Weighting)

Hours: 32.5 hours per week, 8:00am - 3:00pm Monday to Friday. Term-time only plus five INSET days

Contract: Permanent

Required as soon as possible

Ruislip High School is looking to appoint an experienced and highly motivated individual to be the school's Attendance Officer. The role would suit a proactive, flexible and highly motivated person who enjoys the challenge of working in a busy environment. You will be responsible for the daily recording and monitoring of student attendance, administration relating to school trips and extra-curricular activities as well as contributing to the smooth running of the school office.

As this position deals with a wide variety of stakeholders it will require excellent communication and interpersonal skills. The successful candidate will need to be extremely well organised, have exceptional time management, attention to detail and a high level of computer literacy.

Why work at Ruislip High School?

- Students and staff treat each other with respect. They share high aspirations which are realised through high expectations of everyone.
- The school has a comprehensive professional development programme tailored to individual needs, from ECT to middle and senior leadership; new staff are supported and guided by highly skilled and experienced colleagues, and by partners in external organisations.
- Staff have a range of opportunities to collaborate and develop their career within the Vanguard Learning Trust.
- Staff are afforded many benefits and rewards as part of the Vanguard Learning Trust's entitlement package for staff.
- There are excellent transport links with central London, Buckinghamshire, Hertfordshire and Berkshire.

In joining Ruislip High School you can expect to work in an environment that focuses on teachers improving, rather than proving, their practice; where teaching and learning is at the heart of everything we do; and where all staff work as a community to support our students to fulfil their potential in line with our school's motto: *from grass roots to reaching for the sky*.

If you believe that you can meet our needs and would relish the real demands and rewards of playing a major part in the success of Ruislip High School, we would like to hear from you.

An application form can be downloaded from the school's website [click here](#) where all information about this post and the school can be obtained. Please note that we do not accept CVs.

Applications should be returned to: Justine O'Driscoll, HR Manager, Ruislip High School, Sidmouth Drive, Ruislip, Middlesex HA4 0BY or via email to: jodriscoll@ruisliphigh.org.uk

Closing date: 10:00am, 2nd December 2025

Interview date: Monday 8th December 2025

Vanguard Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). This means that, while certain older and less serious convictions and cautions are considered 'protected' and do



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Headteacher: Gareth Davies BSc (Econ), MA

not need to be disclosed, any non-protected convictions or cautions must be disclosed and may be considered by employers as part of the recruitment process Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice ([click here](#)).

Vanguard Learning Trust is an equal opportunities employer. We strive to achieve a diverse workforce, fully representative of our community and the wider population in the UK. People of colour and minority ethnic staff are under-represented on our staff body. We are keen to attract applicants from a diverse pool of candidates and are determined to be a great employer for all.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.