

**ATTENDANCE & WELFARE OFFICER**

**CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL**

Salary: £29,269 - £32,076 per annum (FTE, pro-rata reduction due to TTO + 10 days working)

Salary Grade: Grade 5

Hours: 36 hours and 40 minutes per week, term time plus 10 days

Location: Rochdale Road, Shaw, Oldham, OL2 7HS

Start date: ASAP.

We are looking for a pragmatic and motivated Attendance and Welfare Officer with strong interpersonal skills to join our supportive and collaborative team.

Working alongside staff, students, and parents, you will be an ambassador for the school demonstrating a commitment and passion to our mission, ensuring every child, whatever their background, receives a high-quality education.

The role of the Attendance and Welfare Officer is to provide a specialist service to assist the school in meeting their obligations and targets in relation to school attendance, especially persistent absence. To monitor and report on whole-school attendance data, analysing data to identify key areas of concern.

You will work closely with pupils, staff, parents, and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. Work collaboratively with parents and carers to help overcome pupils' barriers to learning, whether inside or outside school.

This will involve maintaining regular communication, putting interventions in place, and liaising with relevant staff and professionals to ensure parents and carers are consistently engaged in pupils' development and progress.

The principal responsibility is to raise school attendance. This will include, but is not limited to monitoring attendance data, identifying attendance trends or concerns, and implementing appropriate support and strategies to reduce the impact on learner attendance.

We are an inclusive school where every student is valued and has the opportunity to shine.

In addition to a supportive and collaborative working environment, we offer:

* Opportunities for career development
* Enrolment in the Local Government Pension Scheme
* Cycle to Work Scheme
* Employee Assistance Programme – access to a 24-hour advice line offering support on a range of life and work, money, and family issues.
* Free onsite parking

Founded in 1926, Crompton House is an 11 – 18 co-educational Church of England comprehensive school and sixth form with Multi Academy Trust status. Our Multi Academy Trust of 6 schools includes Beal Vale, St Hugh’s CE, and St Thomas CE (Werneth) Primary schools and is a thriving, diverse and proud community with the vison to allow all children to experience ‘life in all its fullness’.

Located in pleasant and spacious grounds in Oldham, northeast of Manchester, Crompton House has around 1887 students and has seen recent investment in a state-of-the-art teaching block, as well as new technology, science, art, design technology, food, and sporting facilities. We are a school with a rich heritage and inclusive Christian ethos, setting high standards and expectations for all our students. Our school has a full and varied curriculum; progress and achievement are excellent, with 81% of students achieving grade 4 or above in English and Maths in 2022.

 What Ofsted says about Crompton House: “*Pupil’s attainment in their GCSE examinations continues to be above the national average. Pupils enjoy coming to school. They like their teachers and work hard for them. They enjoy the wide range of extra-curricular activities that are available to them, and participation is high. Parents and carers are very positive about the school. They feel that leaders ensure that their children are safe and make good progress”.*

Crompton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment each successful applicant will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

The school will carry out an online search as part of their due diligence for all shortlisted candidates in line with Keeping Children Safe in Education 2022 (para 221).

Please note: Due to safer recruitment requirements, we cannot accept CVs. Please use the application form that accompanies this advertisement.

Application forms should be posted to: Ms Slater at the above address or emailed to [j.slater@cromptonhouse.org](mailto:j.slater@cromptonhouse.org)

**Closing date**: Friday 6th June 2025 at Noon

**Interview Date** w/c 15th June 2025.