

# HILLSIDE JUNIOR SCHOOL

Northwood Way, Northwood, Middlesex, HA6 1RX

Telephone: 01923 825991

E-mail: [office@hillsidejunior.org](mailto:office@hillsidejunior.org)

Website: [www.hillsidejunior.org](http://www.hillsidejunior.org)

Co-Headteachers Mrs. V. Shepherd & Mr. A. Davies



## Welfare and Attendance Officer

required to start A.S.A.P.

32.5 hours per week (8:30 - 15:30)

Permanent contract, Term time only, Scale 3/4 (£21,591-£23,607 pro-rata)  
depending on experience

Hillside Junior School is a vibrant, warm and caring school where children can reach their true potential and is looking to appoint a caring Welfare and Attendance Officer to join our exciting and dynamic school.

We are looking for a professional person who

- is responsible for the welfare, first aid care and safeguarding of our pupils
- has excellent interpersonal skills with pupils, staff and parents
- is a confident administrator with good IT skills (Word, Excel), able to carry out a variety of tasks
- has a willingness to contribute to the overall ethos and aims of our school

You will be joining a friendly team who work hard and value people. We offer support and professional development for all staff.

Visits to our school are warmly welcomed and highly recommended; please call the school office on 01923 825 991 for an appointment. Please also visit our school website [www.hillsidejunior.org](http://www.hillsidejunior.org)

Closing Date: Tuesday 12th November noon

Please email your CV to [jobs@hillsidejunior.org](mailto:jobs@hillsidejunior.org)

**Please note:** We may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will **not** be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.

