



Job Title:	Attendance Officer and Office Admin	REF:	STA/023
Contract Type:	Fixed-term until 31 st August 2026	Contact Name:	Inas Hassoun-Soussi
Work Pattern:	Full-time, Term-time + 2 weeks	Contact Email:	HR@sta.islington.sch.uk
Location:	Highgate, Islington, London	Closing Date	Midnight, 9th July 2025
Salary:	(Inner London) SO1 SP23	Shortlisting:	10th July 2025
Start Date:	1st September 2025	Interviews:	11th – 17th July 2025

St. Aloysius' College is a high performing Roman Catholic Boys' secondary school with a Mixed Sixth Form in the Borough of Islington. From September 2025, we will transition to a co-educational intake in Year 7, in addition to joining the All Saints Catholic Academy Trust. It has provided the local community with over 145 years of high-quality education. The College is on a journey to Outstanding having received a "Good" Section 5 OFSTED report in June 2022, ranking in the top two Islington secondary schools for GCSE progress in 2024, and top Islington secondary school for A-Level results in 2023. It is a highly regarded school in the local community, based in a vibrant location in North London with excellent transport links.

We are a friendly and supportive school community with a strong focus on excellence and high expectations for all. As we continue our journey to Outstanding, staff development remains a top priority. We are seeking a dedicated, organised, and proactive School Attendance Officer and Office Administrator to join our team. In this role, you will play a vital part in improving student attendance and supporting the smooth day-to-day running of the school office through excellent administrative support.

We can offer you:

- The opportunity to teach enthusiastic, motivated and respectful students.
- Supportive, hardworking Governors and colleagues who care passionately about our school and the local community.
- Future career development and a well-structured CPD programme.
- A variety of benefits:
 - Free parking*
 - A cycle to work scheme*
 - Retail and lifestyle discounts*
 - Financial and mental health wellbeing guidance and support*
 - 24/7 Employee Assistance Programme*
 - Techscheme*
 - Discounted gym membership*
 - Interest free season ticket loan*
 - Long service awards*

We are looking for someone who will:

- Monitor and improve student attendance, ensuring accurate recording and prompt follow-up of absences
- Provide efficient and organised administrative support to ensure the smooth running of the school office
- Be a team player, willing to contribute to the wider school community
- Have excellent communication and interpersonal skills to engage students, staff, and parents



For more information about our school, please visit our school website

<https://www.sta.islington.sch.uk/>, and if you would like to come and see the school, please contact the school office to arrange a tour on 0207561 7800 or email enquiries@sta.islington.sch.uk

St Aloysius College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants and positive references.

In line with KCSIE 2022 and safer recruitment practices, St Aloysius will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

How to Apply:

Please apply online at <https://www.sta.islington.sch.uk/staffvacancies> and fill out an application form. If you need any assistance, please contact HR at hr@sta.islington.sch.uk quoting reference **STA/023**.

Application Deadline

Completed application forms must be received at hr@sta.islington.sch.uk by the above stated deadline.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

Candidates who are invited to interview will be required to bring original identification documents (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

Only fully completed School application forms received by the stated deadline will be accepted as valid applications. CV's will not be accepted as applications. No recruitment agencies.