



QUEENS' SCHOOL

Dare to be Great

Sixth Form Attendance Officer and Administrator

Contract Term:	Permanent
Closing date:	Midday, Tuesday 6 th May 2025
Salary:	H4, Scale 6 Pro-rata (actual salary £19,223)
Hours of work:	30 hrs per week, 8.30am – 3.00pm, term time plus 5 days 30 minute lunch break

We are looking for a dedicated, organized, and proactive Attendance Officer and Administrator to join our dynamic Sixth Form team. In this role, you will play a key part in ensuring students' wellbeing, attendance, and academic progress while helping create an environment conducive to success.

Full job description and application form are available on our website www.queens.herts.sch.uk

Queens' is a thriving school with a well-established reputation for high standards. Today we are the largest co-educational state school in Hertfordshire, with 1700 students on roll.

We provide a safe, caring and challenging environment for learning, committed to the development of every student as an individual. We understand that while students have different gifts and talents we have a strong belief that everyone can be Great.

Applications to the Headteacher, Jonathan Morrell, to include school application form, covering letter and full contact details of two referees applications@queens.herts.sch.uk

You must complete all parts of the application form. CV's are not accepted.

In accordance with DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview.

Queens' School is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.