

### **Welfare and Attendance Lead**

Full time, term time only (36 hours per week)

Grade Scale 4 £30,288.00 - £31,611.00 (pro rota)

Working hours 08.30 am to 4.30 pm

Welbourne Primary School is a friendly two-form-entry school with a staff team who support one another and take pride in serving our school community. We are seeking a highly professional and motivated Welfare and Attendance Lead.

This is a varied and rewarding role that would suit someone who is organised, approachable, and flexible, with excellent attention to detail and a positive, proactive attitude. You will contribute to the smooth and efficient running of the school and play a key part in helping us grow and adapt in a changing educational landscape.

### **We are looking for someone who:**

Is enthusiastic, confident and adaptable and has experience of working in a school or educational setting.

Ability to organise themselves and manage a wide range of administrative tasks with accuracy and professionalism.

Works well under pressure and shows initiative

Is an excellent communicator and team player

Understands the importance of confidentiality, safeguarding and high standards.

You will be working closely with the School Business Manager and Senior Leadership Team as part of a supportive, hardworking and welcoming staff community.

If you are committed, highly organised and ready to play a vital role in the life of our school, we would love to hear from you.

To apply, please complete attached application form and return to:  
[admin@welbourne.haringey.sch.uk](mailto:admin@welbourne.haringey.sch.uk)

### **Application process**

Closing date: 24<sup>th</sup> October 2025 by 12 noon

Interviews: w/c 3<sup>rd</sup> November 2025