LATYMER UPPER & PREP SCHOOL
HAMMERSMITH

Appointment of Attendance Office Manager (36 weeks)

Role Date Nov 2026



Contents

The Role	3
The Person	5
Additional Information	6
Application	7
Background Information	8
School Aims and Ethos	9
Team Biographies	10
Location	11



The Role

OVERALL PURPOSE OF THE JOB:

The Attendance Office Manager is responsible for the overall management of the school's attendance function, ensuring compliance with all statutory requirements, maintaining accurate records, and leading the team responsible for day-to-day attendance tasks.

REPORTING TO:

Deputy Head Pastoral

RESPONSIBLE FOR:

Attendance Office Assistant x2

KEY WORKING RELATIONSHIP

Sixth Form Administrator x1

KEY RESPONSIBILITIES:

1. Leadership and Management

- Line manage, train, and conduct performance reviews for Attendance Office Assistants.
- Receive attendance-related updates directly from the Sixth Form Administrator.
- Develop, implement, and maintain effective attendance policies and procedures in line with school and statutory requirements.
- Act as the lead point of contact for complex attendance issues, highlighting these to the relevant pastoral staff and working with them to ensure that data is compliant.
- Liaise closely with the Deputy Head (Pastoral) and Senior Leadership Team on strategic attendance trends, persistent absence cases, and overall student welfare matters.



KEY RESPONSIBILITIES CONTD:

2. Daily Attendance Oversight

- Manage the process for initial contact with parents and carers regarding student absences.
- Oversee and ensure the accurate registration of all pupils and Sixth Formers on the school's electronic system (iSAMS).
- Supervise the tracking of pupils signing in late to school and the accurate backfilling of N codes.
- Ensure that N codes are followed up according to the school attendance policy and the correct absence code is substituted as soon as possible but no later than one working day.
- Ensure that staff with outstanding registers are contacted and that the data is entered correctly.
- Ensure the timely recording of absences due to illness and manage the process of liaising with the school nurse as required.
- Establish and enforce rigorous procedures for following up on all unexplained absences and unexpected absences from lessons, ensuring all pupils are accounted for.
- Monitor the accurate recording on iSAMS of all pupils and Sixth Formers leaving school during the day and verify correct authorisation procedures are followed.

3. Data and Reporting

- Direct the collation and preparation of data to produce comprehensive attendance reports and information on a daily, weekly, termly, annual, and ad hoc basis.
- Analyse attendance issues and patterns of absence/late arrivals, presenting clear findings and recommendations to Heads of Year and the Senior Leadership Team.
- Manage the generation and distribution of weekly late reports for tutors and Heads of Year.
- Maintain the integrity of the attendance data within the iSAMS system.
- Ensure all paperwork and records are filed appropriately and securely.

4. Pastoral Support

- Oversee the effective sharing of information regarding pastoral reasons for absence with appropriate pastoral staff to support student wellbeing

The Person

PERSON SPECIFICATION

Essential:

- Previous Attendance experience
- Line Management experience
- Excellent organisational and administrative skills;
- Excellent IT skills, including knowledge of Outlook and familiarity with database and spreadsheets;
- High level of attention to detail;
- Good standard of written and spoken English;
- Excellent telephone manor with ability to communicate sensitively (on email, phone and in person) with parents and/ or students;
- Having an empathetic approach in dealing with students;
- Ability to communicate effectively with students and staff demonstrating both patience and tact;
- Flexible approach to work;
- Ability to work without close supervision;
- Experience and confidence to work in a fast-paced environment;
- Knowledge of iSAMS / training will be given.



Additional Information

SALARY

Actual salary £34,650 pro rata (based on a FT salary of £43,200)

HOURS

Full time, 37.5 hours a week, 36 weeks a year (Term time, plus INSED and one further week during the school holidays).

DRESS CODE

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, you are required to look smart in appearance.



Application

TO APPLY, PLEASE VISIT OUR DEDICATED RECRUITMENT WEBSITE

Latymer.ciphr-irecruit.com

Further information on Latymer Upper School is available via the school website.

The **closing date** for applications: 9.00 am Thursday, 5 November 2026

INTERVIEWS. THURSDAY, 12 NOVEMBER 2026

DIVERSITY

The School is fully committed to the principles of equal opportunity, diversity and inclusion. We have an established and representative staff Equality and Diversity Board to help drive forward positive change. A further Equality and Diversity Committee has recently been formed from our student population.

We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. Acknowledging a lack of ethnic diversity within our staff community, we particularly encourage applications from Black, Asian and Minority Ethnic candidates for this role. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the School may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, online check and two satisfactory references.



Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of "eight poore boyes" from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,220 girls and boys from all over West London and beyond, and a further 169 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer 'buzz' and energy that permeates the whole school; it's innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 80% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants go to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

THE LATYMER FOUNDATION

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The foundation is a separate charitable trust and, through the work of the foundation, the school has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2017, the Latymer Foundation publicly launched an ambitious new fundraising campaign – *Inspiring Minds* – ahead of the 400th anniversary of the School in 2024. The target was to raise at least £40m in order to build the school's endowment and to enable Latymer upper to offer 1 in 4 pupils a fee-assisted place. The campaign closed in 2024 having raised close to £50m.

Latymer's ultimate ambition is to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents. Since last September, thanks to the campaign and the ongoing generosity of the Latymer community, 1 in 4 of our students are in receipt of bursary support worth an average of 83% of fees.



Please click to find out more about our Bursary programme

BURSARY PROGRAMME

www.latymerfoundation.org/bursaries/bursaries

PARTNERSHIPS

www.latymerfoundation.org/partnership-programmes

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

THE AIMS OF LATYMER SCHOOL

1. To provide an opportunity for academically able students from all walks of life to develop their talents to the full
2. To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities
3. To encourage independence of thought and approach in the pursuit of excellence in all activities
4. To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community
5. To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount
6. To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community
7. To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity
8. To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy



Team Biographies



Jenny – Exams Officer

With a background in sports event management, I joined Latymer 10 years ago, fresh from the 2012 Olympic Games. I am responsible for the smooth running of all public exams; managing timetables, arranging facilities and liaising with Exam Boards. The role involves working with students, parents, teachers and many Latymer support teams to ensure that every exam experience is calm and positive for everyone. Away from my desk, I particularly enjoy the chance to interact with so many interesting and engaged colleagues – chatting over lunch or chipping in to the daily crossword session in the staff common room.



Michelle – Payroll & Purchasing Manager

I carry out many roles in Finance but my most important is to make sure we all get paid. I really enjoy helping people get their pensions sorted out.
I worked in finance when I left school but did A levels at night school, followed by a degree in Ecology and Populations Genetics then a Phd at the Zoological Society in Conservation Genetics. I love Science!



Mariesa - Librarian

I have been the Librarian at Latymer Prep since September 2021.
My role involves ordering books, making displays and supporting staff with their curriculum needs. I run eight Library Lessons a week where I make book recommendations and support independent, 1 to 1 and group reading. I also run Book Club, arrange author visits and help our pupils participate in regional book quizzes and national story competitions.
Before I worked at the Prep I worked in Children's publishing. When I'm not working at Latymer, I write my own children's books, the first of which publishes with Faber in Spring 2024.

Location

ADDRESS

237 King Street Hammersmith

London
W6 9LR

England

W www.latymer-upper.org

T 0208 629 2024

NEAREST UNDERGROUND STATION

Hammersmith (District, Piccadilly and Hammersmith and City Lines) Ravenscourt Park (District Line)

BUS ROUTES

To Hammersmith Broadway:
9,10,27,33,72,190,209,2
11,220,266,283,295,391,419

DRIVING

There is no parking on site and we therefore recommend using public transport when travelling to the School

ON ARRIVAL

Please report to security at the main entrance on King Street



LATYMER UPPER
& PREP SCHOOL
HAMMERSMITH