

CHANCE COMMUNITY

Job Application Pack



Excellence has no limits



Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook for our teaching excellence*. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. Our provision and achievement continue to improve and we are currently at the final stages of our school rebuilding programme. This year we moved into a brand new, state of the art, modern and sustainable building that is already proving to be an excellent place to work and learn.

If you are thinking of joining us please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes



Ms Tanya Douglas
Headteacher



Welfare and Attendance Officer

Status: Permanent

Hours: 36 HPW x 39 WPA

Scale: Scale 4

Actual Salary Range: Scale point 7 to 11, £26,915 to £28,497 (Starting salary to be determined by skills and experience)

Start date: As soon as possible

We are looking for a highly motivated and experienced Welfare Officer who will also provide general administrative duties and attendance support for the attendance team and Student Services. The successful candidate will have a strong work ethic and exceptional attention to detail. They will ensure that all matters relating to the welfare and medical needs of students are carried out according to their personal health care plans, Borough regulations and current legislation. As part of the role you will also assist with attendance administration and cover reception at key points in the day.

This is an exciting time to join our community. We recently moved into a brand new, state of the art building. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do and in April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is **Friday 9th October 2026 at 9am**. The interview will take place on the **Wednesday 14th October 2026**.

Early applications are welcome, and we reserve the right to close this vacancy sooner and interview at any time.

Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.



Job Description and Person Specification: Welfare and Attendance Officer

JOB DESCRIPTION

Post Title	:	Welfare and Attendance Officer
Status	:	Full time, Permanent
Line Manager	:	Parent Support Advisor and Attendance Manager
Hours	:	36 hpw x 39 wpa
Allowance	:	Scale 4
Start Date	:	As soon as possible

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

To take responsibility for the welfare of students in the school. This is a front of house role where you will support students with their day to day welfare, including providing first aid when necessary. You will ensure that all matters relating to the welfare and medical needs of students are carried out according to their personal health care plans, Borough regulations and current legislation. You will assist with administration tasks and cover reception at key points in the day.

Specific Duties:

- Provide basic First Aid/medical assistance to all students (and staff) and notify the correct staff member and/or parents as appropriate;
- In the event of more serious accidents inform senior staff, parents and request an ambulance if required;
- Accompany students to hospital if necessary and ensure that a full written account of the incident is recorded and a copy of all necessary documentation is passed to the Civic Centre;
- Coordinate vaccination programmes and general medical examinations, preparing lists of the students to receive attention including all relevant details that are required by school clinics

- and other appropriate agencies;
- Maintain a daily record of all medical incidents and of all students who require medical treatment by completing the accident book and if necessary report the accident online to the Civic Centre ensuring it is correctly coded with reference to RIDDOR;
- Liaise with Personnel in any cases of staff long term sickness resulting from an accident at work;
- Maintain an up-to-date record of the medical details of all students and ensure that medical forms are fully completed by the parent/s of any new students to the school and if necessary follow-up for further details;
- Inform relevant members of staff of students medical conditions e.g. P.E. Department/ SENCO and complete new students assessments and inform relevant staff of medical conditions (during the first week of the Summer holidays). Update all new assessments onto the spread sheet and share with relevant staff;
- Control and monitor medications prescribed to students and ensure that medicines are stored securely, completing appropriate paperwork and records. Return expired/out of date medication to parents/carers;
- Check first aid equipment is in good order and maintain stock of medical supplies, including First Aid boxes as necessary;
- Ensure all medical room equipment and materials are clean, tidy and stored correctly;
- Preparing student care plans in consultation with parents/school nurse;
- Communicate with parents by letter or telephone on medical issues, e.g.
 - Informing parents of forthcoming medical inspections, vaccinations etc.
 - Informing parents when a students is unwell and requires collection from school.
 - As directed by the Headteacher informing of infectious diseases;
- Liaise with relevant stakeholders as required (School Counsellor, Outreach Worker, other outside agencies, School Nurse and key staff) concerning the welfare of students;
- Issue medical and toilet passes once medical documentation has been received and review the use of these passes to ensure they are being used appropriately;
- Arrange first aid courses, EpiPen training and relevant refresher courses, including maintaining an up to date list of staff;
- Analyse the accident report book on a half termly basis and prepare a summary report for the H&S Officer;
- Support with students' personal hygiene needs as required;
- Collect and sort lost property;
- Ensure clear signposting and procedures are followed linked to allergens as outlined in Benedict's law
- Meet with students and their parent/s or carer/s when a PEEP is required and attend planned meetings where poor absence is linked to medical conditions.

Other duties

- Cover Reception daily (to cover a lunch break) and carry out necessary tasks whilst on reception for the smooth running of the school including answering and forwarding calls and greeting visitors
- Carry out tasks to support the wider Student Services and Attendance Team including signing in late students and assisting with general administration tasks as and when needed
- Any other reasonable duties as requested by the Headteacher or Deputy Headteacher.

OTHER

All Chace staff will:

- promote equality of opportunity, diversity and inclusion;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school vision and values;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

Person Specification

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
English and Maths GCSE or equivalent Grade C/4 or above	✓		Application
Good general education		✓	Application
Experience			
Experience of working within a school or other educational setting		✓	Application
Experience of working in Welfare and/ student attendance	✓		Application/Interview
Experience of managing and dealing with confidential data / issues appropriately	✓		Application/Interview
Experience of managing and maintaining accurate records	✓		Application/Interview
Knowledge and Skills			
Ability to demonstrate excellent attention to detail	✓		Application/Interview
Ability to demonstrate good interpersonal skills and the ability to relate well to adults and children inside and outside the school	✓		Application/Interview
Ability to demonstrate good organisational skills	✓		Application/Interview
Ability to plan strategically	✓		Application/Interview
Excellent word processing and IT skills including using MIS, Microsoft packages and Google drive software	✓		Application/Interview
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines	✓		Application/Interview
A learner, willing to undergo training and act on initiative	✓		Application/Interview

Awareness of how to work in a school environment	✓		Application/Interview
Strong interpersonal skills	✓		Interview
Ability to work to professional standards, to develop effective working relationships, think independently and make judgements	✓		Application/Interview
General/Personal Qualities and Characteristics			
A commitment to the school's vision and values	✓		Application/Interview
High expectations for all pupils and the ability to inspire, challenge, motivate and empower others	✓		Application/Interview
A 'can do attitude' and an ability to solve issues as and when they arise	✓		Application/Interview
Adaptable to working within a team	✓		Application/Interview
A calm demeanour and the ability to work well under pressure	✓		Application/Interview
A commitment to the protection and safeguarding of children and young people	✓		Application/Interview
A commitment to equality of opportunity and inclusion	✓		Application/Interview



Application Process

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school values '**Belonging, Responsibility, Excellence**' and our school motto '**Excellence has no limits**'. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.