



Priory School (Foundation)

Orchard Avenue, Slough, Berkshire. SL1 6HE.

Headteacher: Mrs H Foster

Tel: 01628 600300

Email: office@prioryschool.com

Priory School urgently requires a Attendance Officer

Join our team and make a difference!

Priory School is seeking a proactive, organised, and compassionate individual to play a key role in supporting pupils' wellbeing and academic success by promoting excellent attendance across the school. As part of our committed staff team, you will help ensure that every child has the best opportunity to thrive within our inclusive and nurturing environment.

Priory School is an inclusive and culturally diverse Foundation Primary School situated on the outskirts of Slough. The school serves approximately 640 pupils from Nursery through to Year 6. It also provides specialist provision through a dedicated SEND Unit for up to 60 pupils with complex needs and a Resource Base supporting a further 40 children with additional educational needs.

The successful candidate will:

- Have experience of working in a busy school environment
- Have excellent organisational and time management skills
- Have high levels of computer literacy, including excel
- Have the ability to build positive relationships with pupils, families and staff
- Have a persistent, proactive attitude to promoting good attendance
- Have a good level of general education, including English and Maths at GCSE Grade 4 or equivalent.
- Have the ability to use your initiative to work independently and flexibly as part of a team
- A willingness to work with the wider administration and school teams and participate in school events as required

Salary is Level 5, scale points 13-19 £30,162-33,159 FTE, actual salary based 35 hours per week, Monday-Friday, term time, plus 5 INSETS, £24,471-£26,902.

Application information:

Closing Date: Mid-day 8th December 2025

Interview: W/C 8th December 2025

(We reserve the right to interview promising candidates prior to this date if applications are received early)

To apply, please go to our website www.prioryschool.com to download an application pack or email recruitment@prioryschool.com

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be sought for the successful candidate.