

HORSENDEN PRIMARY SCHOOL

Horsenden Lane North, Greenford, Middlesex UB6 0PB

Tel: 020 8422 5985

Email: admin@horsenden.ealing.sch.uk

www.horsenden.ealing.sch.uk

Headteacher: Mrs E Appelby



Attendance & Medical Officer

Salary: Grade 6 SP18-20 £36,834 - £37,935 pa inclusive (actual pro-rata salary £30,388 to £31,296)

Contract/Hours: 32.5 hours per week, term time only + 1 week (39wks) + 2 days, permanent

Required for: ASAP

Help us ensure that every child is safe, well and able to attend school regularly

Horsenden Primary School is looking for a caring, organised and proactive Attendance and Medical Officer to join our friendly administration team. This is a varied and rewarding role at the heart of school life. You will manage our day-to-day attendance procedures, work with families to address absence and punctuality, and coordinate the medical and first-aid support provided to our pupils.

Whether you are helping a family overcome barriers to attendance, caring for an unwell child or making sure that medication and healthcare plans are in place, your work will make an important difference every day. The role may particularly suit an experienced school administrator, teaching assistant, healthcare assistant or family-support professional who enjoys working with children and families.

We are looking for someone who

- Is caring, approachable and committed to children's welfare.
- Is highly organised, accurate and confident managing records and information.
- Communicates sensitively and professionally with pupils, families, colleagues and external agencies.
- Can remain calm, use initiative and manage competing priorities.
- Holds a First Aid at Work or Paediatric First Aid qualification, or is willing to undertake the required training.
- Is committed to safeguarding, equality and professional development.

The role includes

- Monitoring attendance and punctuality, checking registers and following up absence.
- Working with families, school leaders and external services to address barriers to attendance.
- Providing first aid and coordinating medicines, healthcare plans, allergy information and medical records.
- Maintaining first-aid provision and supporting relevant staff training and NHS health programmes.
- Contributing to the smooth and effective running of the school office.

Why join Horsenden Primary?

You will become a valued member of a friendly and committed team, working in a role that has a direct and visible impact on children and families.

Horsenden is a large, diverse and inclusive primary school in Greenford. Our pupils are confident, enthusiastic and proud of their school, and our staff share a strong commitment to helping every



child thrive. Our excellent facilities include a swimming pool, well-resourced libraries and extensive outdoor spaces, enabling us to offer pupils a rich and engaging school experience.

We will offer:

- Regular training and continuing professional development.
- Support from an experienced Leadership Team and Governing Board.
- A competitive salary inclusive of London weighting.
- Membership of the Local Government Pension Scheme.
- Access to an employee assistance programme.

Safeguarding:

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (DBS). Further information can be found at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

In line with Keeping Children Safe in Education 2026 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children.

Visits to the school are encouraged, please contact Filomena Carver at recruitment@horsenden.ealing.sch.uk to make an appointment to visit the school.

To apply: Please download an application form, job description, person specification and guidance notes from our school website at: <https://www.horsenden.ealing.sch.uk/our-school/working-with-us>

Please return your completed application form via email to: recruitment@horsenden.ealing.sch.uk.

Please note: CVs will not be accepted.

Closing Date and shortlisting: Wednesday 14th October, 2026 (12pm noon)

Interviews: Thursday 22nd October, 2026