



Oaklands School

"The best for all, the best from all"



Oaklands School

Montgomery Way, Winsford, Cheshire CW7 1NU

Attendance Welfare Officer – Part Time

Permanent Post

Grade 5

Candidate Application Pack

An OFSTED Outstanding School 2013/2014, 2014/2015, 2019/2020 and 2024/2025



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Montgomery Way, Winsford
Cheshire, CW7 1NU
Telephone: 01606 551048

Head Teacher: Neil Oxley

16th December 2025

Dear Colleague

Reference: Attendance Welfare Officer – appointment to start ASAP
Grade 5 – Term Time only – 20 hours – Three days per week Wednesday,
Thursday & Friday - 8.30am to 3.30pm including 20 minute lunch break

Thank you for showing an interest in this important position within our school. I hope that you find sufficient information enclosed to inform your decision and aid your application.

We are looking for an outstanding practitioner with excellent administration and communication skills including, supporting the Headteacher on all attendance issues and an operational knowledge of SIMs.

Candidates are welcome to visit the school. Please contact Mrs J Fox to arrange an appointment.

To apply for this post please complete the enclosed application form and return to school with a covering letter by noon on **Friday 9th January 2026**. Interviews will be held on **Wednesday 14th January 2026**.

The school is committed to safeguarding and promoting the welfare and safety of our children and expects all staff and volunteers to share this commitment. A copy of our safeguarding policy can be found in the School Info/Policy section of our website: www.oaklanddsschool.org. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, and successful candidates will be subject to an enhanced DBS check. Please be aware it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. In order to comply with the Asylum and Immigration Act 1996 (as amended by S147 of the Nationality, Immigration and Asylum and Immigration Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. All candidates called for interview must bring with them three forms of identification, preferably driving licence, passport, birth or marriage certificate and a document showing their current address. In addition it is a requirement that copies of all relevant qualifications should be brought to interview.

I hope you agree that this is a wonderful opportunity to make a positive difference to the lives of many young people and I look forward to receiving your application. Should you require further information prior to completing your application, please do not hesitate to contact me.

Yours sincerely



Mr Neil Oxley
Headteacher



An OFSTED Outstanding School 2013/2014, 2014/2015, 2019/2020 and 2024/2025
www.oaklandsschool.org



INFORMATION ABOUT OAKLANDS SCHOOL

Type of School:	Secondary Special School
School Category:	Community
Age Range of Pupils:	11-17
Gender of Pupils	Mixed
Number on Roll:	178
School Address:	Montgomery Way Winsford Cheshire CW7 1NU
Telephone Number:	01606 551048
E Mail:	j.fox@oaklandsschool.org
Appropriate Authority:	Governing Body
Name of Chair of Governors:	Mr John Williamson
Name of Headteacher:	Mr Neil Oxley

CHARACTERISTICS OF THE SCHOOL

Oaklands is a child-centred outstanding school, where pupils learn in a nurturing and happy environment. The caring environment provided by the excellent and supportive staff, enables pupils to achieve to their potential and experience many enriching and positive experiences. The 'can do' attitude and constant strive to improve ensures that Oaklands pupils are given the opportunity to succeed to the best of their ability.

Oaklands School is located in Cheshire West and Chester Local Authority and currently serves the whole of the previous Cheshire County. All pupils have an education and health care plan with moderate learning difficulties stated to be their most significant difficulty. However, a number of pupils also have severe learning difficulties, social and emotional difficulties or speech and communication difficulties. In line with their learning difficulties, the attainment of pupils is well below what is expected for their age when they enter the school. There are three classes in each of the five year groups from Year 7 to Year 11, as well as a sixth form, and these are organised largely by academic ability and appropriate educational pathways.



“The best for all, the best from all”

The Headteacher/Governing Body seek to appoint with effect from ASAP:

An outstanding Attendance Welfare Officer – Permanent Contract

Grade 5 Term Time only – 20 hours – Three days per week (Wednesday, Thursday, Friday - 8.30am to 3.30pm including 20-minute lunch break)

Oaklands School is a unique secondary school for pupils with moderate and complex learning difficulties. The school is situated in the heart of Cheshire and our home Local Authority is Cheshire West and Chester. ***We are looking for an outstanding practitioner with excellent administration and communication skills and an operational knowledge of SIMs, to support the Headteacher on all attendance issues, and to complement our existing team*** . Please see the additional sheet showing the detailed responsibilities relating to this position.

Oaklands is a 2024/2025 OFSTED Outstanding School.

Are you:

Someone who wants to make a positive difference to young people?

An enthusiastic and committed professional?

Able to work as part of a successful multi-disciplinary team?

Committed to quality and equality of opportunity for all?

Dedicated to providing an excellent level of support for young people with SEND?

A person who is dedicated to supporting young people to thrive?

Then:

We would like to meet you! Please contact Mrs Fox, SBM/Personnel and Payroll Officer for an application pack on **01606 551048**. Informal visits to the school are welcomed.

The school is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Shortlisted candidates will also be subject to an on line vetting search, and will be required to complete a convictions and cautions declaration prior to interview.

Closing date for applications: Friday 9th January 2026

CESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Standard/Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Attendance Welfare Officer

REFERENCE: AAAD7080

GRADE: 5

RESPONSIBLE TO:

JOB PURPOSE

To provide efficient, effective and confidential secretarial support for Senior Teachers (Deputy Headteacher, Assistant Headteachers, Bursar) and to oversee and maintain SIMS student records.

PRINCIPAL RESPONSIBILITIES

1. Provide a confidential word processing service.
2. Prioritise the flow of work so as to ensure agreed deadlines are achieved which enables the clerical work to be managed efficiently.
3. Clerical – supervision of initiatives as required.
4. Enter data on SIMS system, new pupils, leavers, in-year amendments to records, receipt and generation of electronic Common Transfer Files, creating and maintaining of SIMS pastoral structure.
5. Monitor stationery stock levels and recorder as necessary.

- 6 Maintain the pupils' individual record files.
- 7 Monitor and provide reports for the attendance of pupils on a regular basis using governmental guidance and school priorities as required by the governing body.
- 8 Administer free meals provision within the school.
- 9 Undertake other routine clerical duties to facilitate the provision of a high quality support service for the whole school.

NOTE:

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.

Detailed Responsibilities to develop and implement office procedures relating to this post

In addition to the Attendance Welfare duties the role incorporates the following support areas:

Attendance

- Support to the Headteacher for all Attendance issues
- Use the SIMs computer system to locate students as required
- To telephone parents to ascertain the reasons for students' absences
- Follow up outstanding absences in liaison with staff and parents
- To liaise with appropriate internal/external stakeholders with regard to attendance
- Chase up absent students ensuring effective communication
- Sign in late pupils on SIMs and endorse school policy with regard to punctuality
- To assist with all student enquiries, liaising with parents and staff as necessary
- Provide advice and guidance to pupils/parents/staff etc.
- Truancy calls plus follow-up with referrals to EWO
- Assist with pupils welfare duties: liaise with parents/staff etc.
- Produce lists/information/data as required e.g. Absence data
- Liaise with appropriate senior staff and the EWO allocated to the school on a regular basis with regard to student absence

Transport:

- To assist with day to day transport arrangement, taxis etc.
- Support to the Assistant Headteacher for all transport matters including safeguarding issues focusing on keeping children safe

Reception:

- To deal with complex reception/visitor, matters etc.
- Undertake reception duties, answering calls, face to face enquiries and signing in visitors
- Take messages as necessary and pass on to the appropriate person
- To ensure that all visitors to the school are signed in and out and provided with the correct visitor badge as required

Educational Visits Co-ordination:

- Ensure a risk assessment is completed for each school trip in accordance with School policy and all the required information for the trip is included on the EVOLVE system
- Liaise with teaching staff over events, and school trips, co-ordinate school trip letters and ensure appropriate parental consent forms are completed

General Administration:

- Maintain manual and computerised records/management information systems including SIMs to ensure pupil information is correct and up to date i.e. with new starters/leavers etc.

- Undertake routine and clerical/administrative procedures e.g. produce official registers, photocopying, filing, emailing, completing routine forms, responding to routine correspondence
- Operate relevant equipment/computer applications (e.g. Word, Excel, spreadsheets)
- Contribute to the planning/development /organisation of support service/procedures in relation to attendance
- Maintain student and other confidential filing systems as directed by senior staff

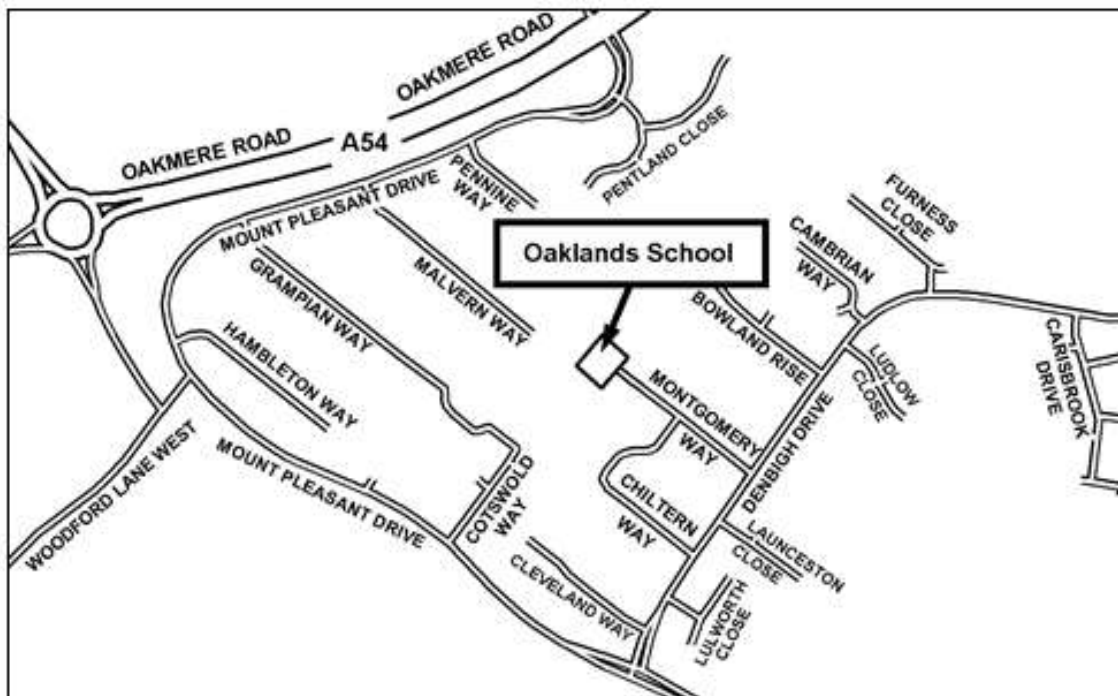
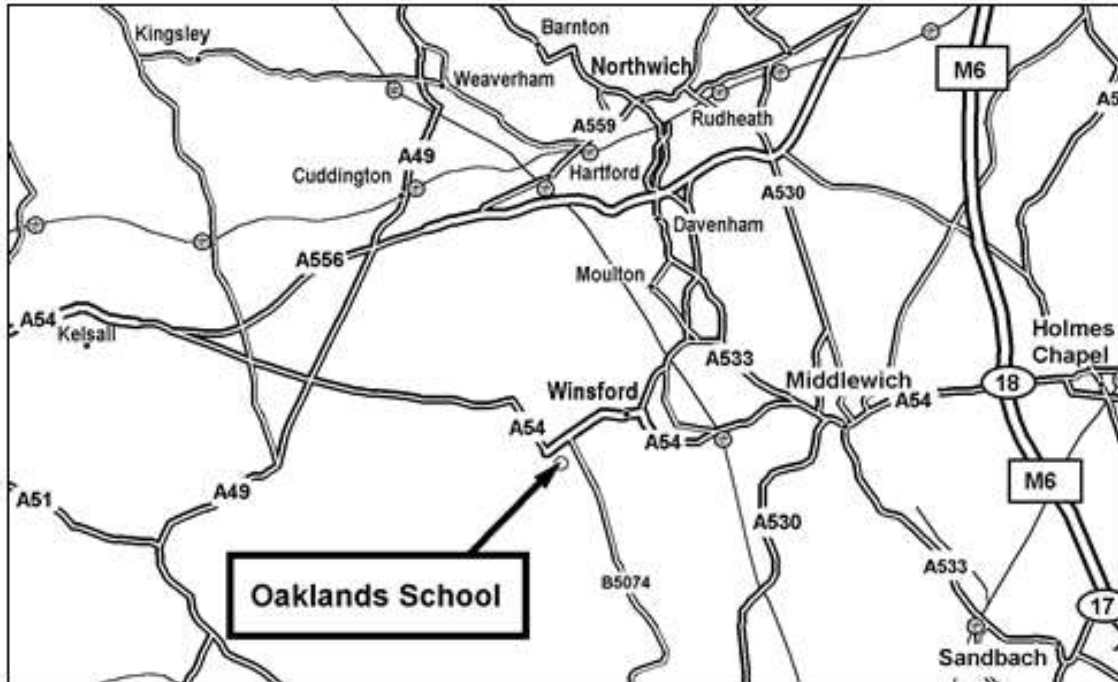
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Montgomery Way, Winsford, Cheshire, CW7 1NU

Tel: 01606 551048

Email: head@oaklands.cheshire.sch.uk

Website: www.oaklands.cheshire.sch.uk



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