

Receptionist, Welfare and Attendance Officer

Grade: Scale 5 | £28,987 p/a (pro-rata amount) based on £32,070 (FTE)
Hours: 8:15am – 4:15pm, Monday to Friday (30-minute unpaid lunch break)
Term-time only (39 weeks including INSET days)
Start date: 1st September 2026

Join Our Team at Feltham Hill Infant and Nursery School

We are seeking to appoint a highly organised, proactive and personable **Receptionist, Welfare and Attendance Officer** to join our friendly and dedicated team.

This is a key role at the heart of our school. You will be the first point of contact for many of our families and will play a vital part in ensuring that our pupils are safe, well supported and attending school regularly. The role combines administration, attendance monitoring, admissions and pupil welfare, making it both varied and rewarding.

At Feltham Hill, we pride ourselves on being “*a nurturing and stimulating environment where every child thrives*”. We are looking for someone who shares this commitment and can contribute positively to our school community.

About the Role

You will:

- Lead on the day-to-day management of **pupil attendance**, including first-day calling, tracking absence and working with families to improve attendance
- Act as a key point of contact for **pupil welfare**, supporting safeguarding systems and responding to parent concerns
- **Administer medicines** in line with school policy and maintain accurate medical records
- Manage **admissions enquiries**, coordinate visits and maintain waiting lists
- Provide high-quality **administrative support** within a busy school office
- Work closely with senior leaders, staff and external agencies

This is a fast-paced and highly visible role where no two days are the same.

We Are Looking For Someone Who:

- Has experience in an administrative role (school experience desirable)
- Is highly organised with excellent attention to detail
- Communicates confidently and professionally with parents, staff and external agencies
- Can manage sensitive situations with discretion and care
- Has experience of working with data systems (SIMS) or is willing to learn
- Is committed to safeguarding and promoting the welfare of children

We Can Offer:

- A welcoming, supportive and committed staff team
- Enthusiastic, happy children who enjoy coming to school
- A strong culture of safeguarding and pastoral care
- Opportunities for professional development
- A well-respected school within the local community

Safeguarding

Feltham Hill Infant and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. As part of the recruitment process, an online search will be carried out on shortlisted candidates. Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

How to Apply

To apply, you must register with eteach in order to submit your application. Job Description and Person Specification can be found on our website www.fhi.hounslow.sch.uk/vacancies

For further information or to arrange a visit, please contact the school office on 0208 890 3814 or email office@fhi.hounslow.sch.uk

Closing date: Friday 19th June – 9am

Interviews: Wednesday 24th June