

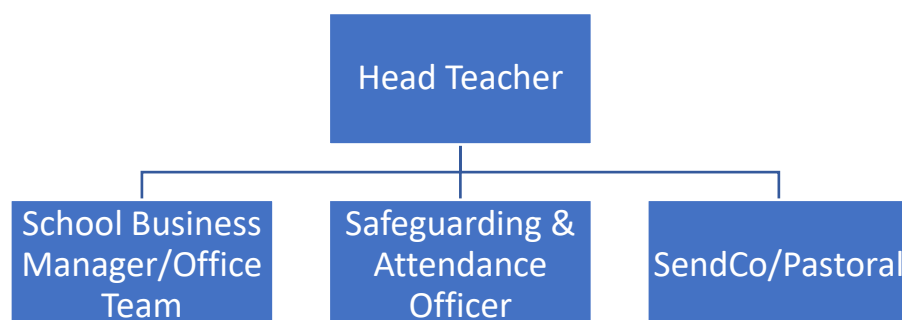
JOB DESCRIPTION & PERSON SPECIFICATION

Director Area:	Job Ref Number:
Service Area: Education	Grade: G5
Job Title: Safeguarding and Attendance Officer	

PURPOSE OF JOB: The purpose of a Safeguarding and Attendance Officer in a primary school is to help ensure that children are safe, attend school regularly, and receive the support they need to succeed. The role combines child protection responsibilities with promoting good attendance and working closely with families and external agencies.

The Safeguarding and Attendance Officer is responsible for promoting the safety, welfare, and regular attendance of all pupils by identifying and responding to safeguarding concerns, monitoring attendance, working in partnership with families and external agencies, and ensuring the school meets its statutory safeguarding and attendance responsibilities. The role supports pupils to overcome barriers to learning, enabling them to achieve their full potential in a safe and nurturing environment.

TEAM STRUCTURE:



MAIN DUTIES:

1	Work as a safeguarding officer and maintain full oversight of the CPOMS child protection database, ensuring that it is kept up to date and that all reported incidents are dealt with efficiently.
2	To refer children to other agencies where necessary including recognising safeguarding/behaviour cases.
3	Communicate effectively with all agencies and arrange, chair and produce records of meetings.
4	To work under the guidance of Senior Staff to implement the TAF/CP/CIN process.
5	To act as a safeguarding lead in school reporting concerns to agencies.
6	To liaise closely with the pastoral officer, Head teacher and SENDCo to ensure children with barriers to learning are being supported, and vulnerable pupils receive pastoral support and activities.
7	To manage the secondary school transfer process ensuring key children are identified.
8	Support parents/carers with accessing outside services.
9	To assist in the compilation of such reports, records and assessment of

	data as may be required by the school, governors, Education Authority of DfES. Termly presentation required for staff and Governors.
10	To liaise and hold meetings with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences. Collate and file attendance data
11	Co-ordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated
12	Handle holiday requests/issue fines and communication to parents and carers
13	To analyse and produce reports regarding attendance
14	Reasons for absence are communicated
15	Build positive relationships with parents/carers and children, offer advice and support, conduct home visits where appropriate, and encourage engagement with the school.

PERSON SPECIFICATION

Requirements	Where identified *	Essential	Desirable
GCSEs (or equivalent) in English and Maths (Grade C/4 or above).	A/I	x	
Therapy and counselling qualifications or similar/equivalent to support the role	A/I	x	
Experience of working with children, young people, or families. Experience managing confidential information and maintaining accurate records. Experience working in education, social care, health, or a related setting.	A/I	x	
Understanding of safeguarding and child protection legislation and guidance (e.g. <i>Keeping Children Safe in Education</i>). Knowledge of attendance expectations and procedures. Understanding of confidentiality, data protection, and professional boundaries. Awareness of the challenges affecting vulnerable children and families.	A/I	x	
Excellent communication and interpersonal skills. Ability to build positive relationships with children, parents, and professionals. Strong organisational and time management skills. Ability to analyse attendance data and identify trends. Ability to maintain accurate records and produce reports. Ability to work independently and as part of a team. Competent IT skills, including Microsoft Office. Ability to remain calm and make sound decisions in sensitive situations	A/I	x	
Compassionate, approachable, and professional. Committed to safeguarding and promoting the welfare of children. Resilient and able to manage challenging situations. Honest, trustworthy, and able to maintain confidentiality. Flexible, proactive, and solution-focused. Committed to equality, diversity, and inclusion	A/I	x	
Experience in a primary school. Experience of monitoring attendance and implementing attendance strategies. Experience working with external agencies	A/I		x

Knowledge of early help processes, child protection conferences, and multi-agency working. Familiarity with school management information systems (e.g. SIMS, Arbor, Bromcom)	A/I		x
Compassionate, approachable, and professional. Committed to safeguarding and promoting the welfare of children. Resilient and able to manage challenging situations. Honest, trustworthy, and able to maintain confidentiality. Flexible, proactive, and solution-focused. Committed to equality, diversity, and inclusion	A/I	x	
Willingness to undertake further professional development	I	x	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.