



SAFEGUARDING AND ATTENDANCE OFFICER JOB ADVERT

Job Title: Safeguarding and Attendance Officer
Responsible To: Headteacher
Rate of Pay: Grade 5 (pro-rata'd to 39 weeks per year)
Hours per week: 25 hours, Monday to Friday. Timings will be discussed at interview stage
Role is term time plus one week for inset

Closing Date for Application - 2nd September 2025

Interview Date - 8th September 2025 (morning)

Role Overview

We are looking for a Safeguarding and Attendance Officer 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.

Person Specification (To be read in conjunction with LCC job description and person spec) **Essential Criteria**

- GCSEs (or equivalent) in English and Maths (Grade C/4 or above)
- Therapy and counselling qualifications or similar/equivalent to support the role
- 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
- Understanding of safeguarding and child protection legislation and guidance (KCSIE)
- Knowledge of attendance expectations and procedures
- Understanding of confidentiality, data protection and professional boundaries
- Awareness of the challenges affecting vulnerable children and families

- Excellent communication skills. Ability to build positive relationships
- Strong organisation skills and ability to analyse data and identify trends
- Compassionate, approachable and professional. Committed to safeguarding and promoting welfare

Desirable Criteria

- Experience in a primary school and experience of safeguarding and monitoring attendance
- Experience of working with external agencies
- Knowledge of earl help processes and multi-agency working.
- Familiarity with school management information systems

Duties and Responsibilities

- 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
- To refer children to other agencies where necessary including recognising safeguarding/behaviour cases
- Communicate effectively with all agencies and arrange, chair and produce records of meetings
- To work under the guidance of Senior staff to implement
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- To act as a safeguarding lead in school reporting concerns to agencies
- 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.
- To manage the secondary school transfer process ensuring key children are identified.
- Support parents/carers with accessing outside services.
- 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.
- 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

- Co-ordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated
- Handle holiday requests/issue fines and communication to parents and carers
- To analyse and produce reports regarding attendance
- Ensure reasons for absence are communicated clearly
- Build positive relationships with parents/carers and children, offer advice and support, conduct home visits where appropriate and encourage engagement with the school.

Please note this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that will be carried out. The post holder may be required to do other duties appropriate to the level of the role.

In accordance with Ofsted requirements, all applicants must supply two references and provide full employment history and evidence to verify their eligibility to work in the UK. It is important to note that we are required to contact all previous employers that involved you working with young people and/or vulnerable adults in order to ascertain the reason for your leaving that employment. All posts are subject to an enhanced disclosure and Barring Service check, references and medical checks.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment