



Attendance Liaison Officer Job Description

Post	Attendance Liaison Officer
Fixed Term or Permanent	Temporary until 31 August 2027
Responsible to	Attendance Manager
Grade & Range	NJC Grade 6 (Point 11-19)
Weekly Hours	37 hours per week, Monday to Friday from 08:00 to 16:00, with 36 minutes unpaid lunch break. <i>Flexible Working requests will be considered alongside this demand</i>
Worked Weeks	Term-time only
Paid Weeks	44.09
FTE Salary Range	£29,070 – £33,119
Actual Salary Range	£24,581 – £28,005
Start Date	4 November 2026

Purpose of role:

To provide excellent support to all colleagues within our attendance and pastoral teams as well as to our pupils and their families. You will be key colleague in improving attendance at school. The successful candidate will be highly organised, motivated and work with initiative. In addition to daily administrative tasks, key responsibilities will be to assist our attendance team in improving whole school attendance, communicating with internal and external stakeholders.

Key tasks and responsibilities

- Liaising with the Attendance Manager daily to support in the strongest of communication with our families and pupils
- Check and chase AM registers, recording lates and taking calls/messages for pupils absent that day. Priority for those on vulnerable/disadvantaged pupils list
- Make first day contact. Follow up calls for non-response/unsatisfactory reasons for absence
- Conduct joint home visits when required as per attendance focus.
- Check and chase PM registers
- Make arrangements to ensure that parents/carers who wish to take their child out of school during term time are contacted and the potential consequences explained
- Work closely with the parents/carers of targeted pupils, forging positive and constructive relationship in order to engage parents/carers and provide support to get pupils to return to school at the earliest opportunity





- Support, communication and tracking of key cohorts/pupils identified by the Attendance Manager or Senior Team.
- Keep in weekly contact with long-term absentees, accurately recording outcomes of communication in the relevant attendance log
- Contact parents/carers where absences have remained unexplained despite previous intervention seeking and securing relevant evidence to 'authorise' the absence
- Work as Case Manager for pupils with EBSA identifying the cohort for intervention and post support, ensuring a structured support plan is in place to help pupil to reintegrate with success
- Liaise with colleagues across pastoral and SEND teams in support of pupils in the EBSA provision.
- Provide administrative support in preparing detailed and accurate cases for referral through the EHA as directed by pastoral team who will lead on the EHA and for where court action is required. Liaise with the Court Officer to initiate proceedings and follow identified protocol.
- Support pupil reception as and when required, including the sale of equipment and distribution of replacement timetables etc
- Support school reception in times of high demand.
- Attend stuck cases meeting and inclusion meeting if required by the attendance manager.
- Facilitate our morning uniform hub to ensure pupils are dressed accordingly for the day ahead, ensuring items are returned at the end of the day
- to make and manage appointments, reflected within Sims
- Complete relevant paperwork and communicate suspensions to parents/carers and the local authority
- Collation of pupil statements where required and support in preparing paperwork for governors pupil disciplinary meetings

Production of detention lists and assist in their distribution.

General Duties:

Individual roles and responsibilities are assigned below; however, the academy exists as an entity and to ensure effectiveness it will be crucial to understand that all areas of work and responsibility are interrelated and interdependent. Members of the school leadership will have an overarching duty to work closely with other leaders and not be independent of them.

- To ensure that GDPR principles are applied in all areas of work.
- To work flexibly as part of the team to meet any emergencies that may arise
- Promote the safeguarding of all pupils in the school.
- All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.





It is the Academy's intention that this job description is seen as a guide to the major areas and duties for which the Teacher of Science is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.





Person Specification

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

	Essential (E) or Desirable (D)	To be identified By Application, Interview or Reference
Qualifications Level 2 or equivalent qualification in English/Mathematics Driving Licence	D D	A A
Experience Experience of working in pastoral Experience of working with attendance Experience of administrative work Experience of supporting pupils with challenging behaviour Experience of supporting families	D D E D E	A A,I,R A,I,R A,I,R A,I,R
Knowledge/skills/abilities Administrative skills Ability to relate well to children Ability to work as part of a team Good communication skills Ability to relate well to parents/carers Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of the concept of confidentiality Knowledge of numeracy and literacy strategies Ability to make effective use of ICT Flexible attitude to work	E E E E E E E E E E E E	A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R A,I,R
Other Commitment to undertake in-service development Commitment to safeguarding and protecting the welfare of children and young people	E E	A,I,R A,I,R

