



**COX
GREEN
SCHOOL**

Attendance & Family Liaison Officer

Person Specification: Attendance & Family Liaison Officer

	Essential	Desirable	How to be tested
Qualification criteria: 1. 5 good GCSEs including English and Maths at Grade C or above (or equivalent). 2. Eligible to work in the UK. 3. Excellent Microsoft Office & Microsoft publisher or similar skills. 4. Excellent word processing and excel skills. 5. St John's Ambulance First Aid or equivalent or prepared to undertake training. 6. Full UK driving licence.	✓ ✓ ✓ ✓ ✓ ✓		Application form & evidence
Experience: 1. Experience of working with children or young people. 2. Experience of working with and families. 3. Experience of one to one and group work with young people 4. Knowledge of the issues affecting young people. 5. An up to date understanding on relevant policies and legislation regarding youth and young people. 6. Experience of partnership working. 7. St John's Ambulance First Aid/Red Cross First Aid or equivalent or prepared to undertake training.	✓ ✓ ✓ ✓ ✓ ✓		Application form & interview
Vision and Strategy: 8. Vision Aligned with Cox Green School of high aspirations and high expectations of self and others. 9. A commitment to the safeguarding and welfare of all students.	✓ ✓		Interview
Behaviours, Skills and Abilities: 10. The ability to enthuse & inspire others and has a 'can do' attitude. 11. An ability to be able to relate well to people of all ages, gender and ethnic groups. 12. A passion for education and a determination that every student develops and succeeds. 13. Excellent listening skills and high levels of emotional intelligence. 14. Strong organizational, prioritization and time-management skills and the ability to work under pressure. 15. Resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. 16. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. 17. Confidence and self-motivation. 18. The ability to work well under pressure and to be decisive. 19. High levels of honesty and integrity. 20. Understanding and knowledge of confidentiality. 21. Speaks English fluently.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Interview
Other: 1. This post is subject to an enhanced DBS check. 2. Must be committed to safeguarding the welfare of children	✓ ✓		Interview & references



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Attendance & Family Liaison Officer

Job Description: Attendance & Family Liaison Officer

Line Manager:

Assistant Headteacher

Posts directly supervised:

N/A

Main Purpose of Role:

- Improve pupil attendance through positive relationship-building with students and families.
- Work alongside pastoral and safeguarding teams to remove barriers to attendance.
- Provide early support for pupils at risk of persistent absence.
- Ensure accurate statutory attendance processes are maintained.
- Promote a culture where every pupil is in school and ready to learn.

Main Duties:

- Lead first-day response to absence through timely and supportive contact with families.
- Build strong, positive relationships with pupils and parents/carers.
- Work proactively with identified pupils whose attendance is a concern.
- Undertake home visits where appropriate to support improved attendance.
- Identify and help remove barriers to attendance, including emotionally based school avoidance (EBSA).
- Support the reintegration of pupils returning from absence.
- Maintain regular supportive communication with families of targeted pupils.
- Promote high expectations for attendance across the school community.
- Support attendance panels and parent meetings as required.
- Signpost families to early help and external support where appropriate.
- Work closely with Heads of Year, safeguarding and pastoral teams to support vulnerable pupils.
- Share attendance concerns promptly with relevant staff.
- Contribute to pastoral and multi-agency meetings where attendance is a concern.
- Support transition points and key-stage attendance work.
- Be a visible and approachable presence for students requiring support.
- Contribute to whole-school attendance strategy and initiatives.
- Maintain accurate daily attendance records on the school MIS.
- Ensure registers are completed in line with statutory guidance.
- Produce routine attendance reports as required by leaders.
- Ensure the school remains compliant with DfE attendance expectations.
- Maintain clear and accurate casework records.
- Liaise with the Education Welfare Officer and external agencies as required.

OTHER

- To attend staff briefings and meetings in accordance with the calendar.
- To participate in INSET (Professional Development Days).
- To participate in Staff Appraisal and undertake staff appraisals and absence management meetings.
- To undertake a thirty-minute duty each week.
- To provide First Aid cover on a rotational basis.
- To undertake invigilation duties.

General responsibilities:

- Support the safeguarding and welfare of all students.
- Contribute to the positive ethos and culture of the school.
- Attend relevant meetings, briefings and professional development.
- Undertake other reasonable duties as directed by the Headteacher.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: