



St Gregory's Catholic Primary School

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Headteacher: Mrs M Roney

JOB TITLE:	Attendance Officer
SALARY	Temporary, Term Time Only 24 Hours a week, 39 weeks a year We are excited to be able to offer an Attendance Officer's post at St Gregory's Primary School. Job Title: Attendance Officer Contract Type: Temporary, Term Time Only, 24 Hours a week (to be arranged with successful candidate) Grade 7 (SCP 21 – 25) Actual Salary: £20,542.03 - £22,537.787 - pay award pending. (3.3%) Full Time Equivalent: 0.6 Start Date: 1st September 2026
LOCATION:	St Gregory's Catholic Primary School
PRIMARY PURPOSE OF THE JOB:	To lead the school's strategic approach to attendance by identifying and removing barriers to school entry for all pupils, analyse data to identify trends and work in partnership with families and external agencies to implement supportive interventions, champion a culture of attendance as safeguarding, ensuring that persistent or severe absence is met with an integrated support plan that prioritizes the welfare and academic success of the child.
DIRECTLY RESPONSIBLE TO:	Headteacher
THIS POST IS SUBJECT TO DISCLOSURE	Subject to Enhanced Disclosure



MAIN AREAS OF RESPONSIBILITY:

Administration

- Make sure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Follow up on any unexplained absences with parents/carers, escalating issues as appropriate in line with school procedures
- Initiate and oversee the administration of absence procedures – for example, letters home, attendance clinics and engagement with local authorities/other external agencies and partners
- Manage attendance returns for the school census
- Manage the process of issuing penalty notices to parents/carers
- Maintain accurate records of communications with parents/carers and relevant interventions
- Build and refresh knowledge of the school's management information system (MIS) and other relevant systems

Monitoring and reporting

- Benchmark school performance against national and local averages
- Produce and interpret attendance reports for school leaders, identifying key statistics, reasons for absence and any patterns of concern
- Conduct regular audits of attendance codes to make sure they are being used correctly and consistently by all staff in line with statutory requirements
- Track attendance of vulnerable groups of pupils, including pupils with SEND, those eligible for pupil premium, and children in need, and share information with school leaders
- Identify pupils that need additional support to improve their attendance
- Use attendance data to identify pupils who meet the threshold for Early Help intervention and initiate the referral process
- Work with school leaders to identify appropriate interventions to improve attendance for particular groups or individual pupils
- Lead daily or weekly check-ins to review progress and the impact of support/interventions
- Work with school leaders to develop and revise the school's attendance policy
- Implement children missing education (CME) procedures when appropriate
- Provide regular reports to attendance organisations to raise awareness of emerging at-risk pupils

Working with parents/carers

- Act as the lead professional for early intervention cases, coordinating support for families and making sure that attendance goals are integrated into wider welfare plans
- Represent the school at multi-agency forums, providing insight into attendance patterns and working with partners to improve pupil outcomes
- Coordinate meetings with pupils and parents/carers to formalize support plans, implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify and, where possible, mitigate potential barriers to attendance in partnership with families



- Work in partnership with families to transition them from school-based support to statutory early help services where barriers to attendance are complex
- Carry out home visits, where necessary, to address attendance concerns for individual pupils

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with standing orders and financial regulations of the City Council, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan. All employees must adhere to school policies and procedures.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of an enhanced disclosure form Criminal Records Bureau, as well as other pre-appointment and/or medical checks.

St Gregory's Catholic Primary School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

