



Attendance and Welfare Officer Moorland Primary School



Join Moorland Primary – A Community Where Every Child Matters

Moorland Primary School is a nurturing, inclusive and ambitious school at the heart of its community. We are proud of our strong relationships, high expectations and unwavering commitment to ensuring every child feels safe, valued and successful.

As part of Campfire Education Trust, we benefit from a strong collaborative network of schools committed to excellence, inclusion and continuous improvement. Staff at Moorland are supported through high-quality professional development, collaboration across the Trust and opportunities to share and develop best practice alongside colleagues from other schools.

At Moorland, we recognise that children thrive when they feel a true sense of belonging. We are passionate about inclusion and committed to ensuring that all pupils — regardless of need, background or starting point — are able to access a rich, meaningful and aspirational education.

We are seeking a compassionate, resilient and highly committed Attendance and Welfare Officer to join our team and play a key role in improving attendance, supporting vulnerable pupils and strengthening relationships between home and school.

Job Details

Job Title: Attendance and Welfare Officer

Salary: NJC Range 5 (point depending on experience)

Contract Type: Full Time or part time considered for the right applicant / Term Time Only/ Fixed term with the opportunity to move to permanent

Reporting to: Designated Safeguarding Lead (DSL)

Main Purpose

The Attendance and Welfare Officer will lead the school's attendance and welfare provision, ensuring that barriers to attendance, wellbeing and engagement are identified and addressed quickly and effectively.

The successful candidate will:

- Lead attendance improvement across the school
- Build positive and supportive relationships with pupils and families
- Support vulnerable pupils and those experiencing barriers to learning
- Conduct home visits and welfare checks where required
- Work closely with safeguarding and SEND teams
- Liaise with external agencies and professionals
- Help ensure all children feel safe, supported and ready to learn

Duties and Responsibilities

Attendance

- Monitor daily attendance and punctuality across the school
- Ensure registers are accurate and complete
- Complete first-day response procedures and follow-up calls
- Analyse attendance data and identify trends, patterns and concerns
- Track attendance of vulnerable groups including SEND, disadvantaged pupils and children with safeguarding involvement

- Develop and implement attendance action plans for individual pupils
- Organise and attend attendance meetings with parents and carers and external agencies
- Support the implementation of the school's Attendance Policy
- Prepare attendance reports for senior leaders, governors and external agencies
- Support the administration of penalty notices and attendance procedures in line with statutory guidance

Welfare and Family Support

- Build strong relationships with pupils and families
- Identify barriers affecting attendance, wellbeing and engagement
- Provide practical support and signposting for families
- Support pupils experiencing emotional, social or behavioural difficulties
- Promote positive mental health, resilience and wellbeing
- Work with families to improve routines, punctuality and engagement with school
- Coordinate and support welfare interventions for vulnerable pupils

Home Visits and Community Engagement

- Undertake home visits, in collaboration with the safeguarding team, where attendance, safeguarding or welfare concerns exist
- Carry out welfare checks following safeguarding procedures
- Maintain accurate records of visits and actions taken
- Build trust with families and encourage positive engagement with school
- Support transition and reintegration plans for pupils with attendance difficulties

Safeguarding

- Work closely with the DSL and Safeguarding Assistant
- Recognise when attendance concerns become safeguarding concerns
- Support the Safeguarding Assistant in recording and reporting safeguarding concerns accurately and promptly
- Attend safeguarding and multi-agency meetings, where required
- Promote the safeguarding and welfare of all pupils in accordance with Keeping Children Safe in Education

Working with External Agencies

- Liaise effectively with the Local Authority, Attendance Support Services and safeguarding partners
- Work collaboratively with social workers, family support workers and health professionals, as required
- Coordinate support for children and families requiring additional intervention
- Ensure appropriate referrals are made in a timely manner

Administration and Record Keeping

- Maintain accurate attendance, welfare and safeguarding records
- Produce reports and documentation, as required
- Ensure all records are stored securely and confidentially
- Use school systems effectively to monitor attendance and welfare interventions

Professional Development

- Participate in training and development relevant to attendance, safeguarding and welfare
- Keep up to date with statutory guidance and national attendance expectations
- Participate fully in appraisal and supervision processes

Person Specification

Criteria	Qualities
Qualifications and Training	GCSE (or equivalent) at Grade C/4 or above in English and maths. Training in safeguarding and/or attendance management (or willingness to undertake).
Experience	Experience working in a school or educational setting. Experience of analysing attendance data and identifying interventions. Experience working directly with pupils and families. Experience conducting home visits and multi-agency work.
Skills and Knowledge	Knowledge of attendance procedures, safeguarding requirements, and CME protocols. Good understanding of barriers to attendance and strategies to overcome them. Effective written and verbal communication skills. Ability to use data systems such as Insight and produce analytical reports. Proficient use of Excel and Microsoft Office.
Personal Qualities	Organised, proactive, and self-motivated. Committed to the ethos and values of Moorland Primary School and Campfire Education Trust. Resilient and able to work under pressure. Respectful, empathetic, and professional when working with families. Committed to safeguarding, equality, diversity, and inclusion.

Notes:

This job description may be amended at any time in consultation with the post holder.

Deadline for application: 22nd June 2026

Interview: 24th June 2026

Applications to be made via <https://www.mynewterm.com/>

We reserve the right to interview and appoint before the closing date, therefore early applications are encouraged