

Attendance & Family Liaison Officer

Salary: NJC SC5

Hours/Term Time/Full Time: Part Time TTO

Location: Gillingham

Start Date: Asap

We are looking for an Attendance and Family Liaison Officer.

The Attendance and Family Liaison Officer will be a key member of the team, working under the direction of the Safeguarding and Welfare Lead to promote excellent attendance, strengthen relationships with families and support student welfare.

Working within an Alternative Provision for students in Years 9–11, the postholder will combine effective attendance management with proactive family liaison, ensuring the school meets its statutory responsibilities while removing barriers that prevent young people from engaging successfully in education. In line with the Department for Education's *Working Together to Improve School Attendance* guidance, the role focuses on early intervention, positive relationships and collaborative working with families, staff and external agencies.

Who we are looking for someone who can:

- Build positive, productive relationships with students and families.
- Contribute to improved attendance, punctuality and reduced persistent absence.
- Deliver interventions that reflect the principles of the DfE's *Working Together to Improve School Attendance* guidance.
- Maintain accurate, compliant attendance records and complete administrative tasks to a high standard.
- Demonstrate sound knowledge of attendance legislation and Local Authority procedures.
- Work effectively with the Safeguarding and Welfare Lead and external partners to improve attendance, welfare and educational outcomes.
- Demonstrate professionalism, empathy, resilience and confidentiality in all aspects of the role.

This is a part-time, permanent position.

The Trust/Will Adams Academy can offer you:

- An organisation with a clear moral purpose to change young people's lives.
- A commitment to support you, in developing new skills through a wide range of professional development opportunities and experiences.

- The opportunity to work with a dedicated passionate team of professionals.
- Access to our 24/7 employee assistance scheme.
- Term-time hours and flexible working.
- Additional paid week leave in October for wellbeing purposes.
- Five Year Service award for Support Staff.
- Teachers' Pension Scheme or Local Government Pension Scheme.
- Eye care reimbursement.
- Eligibility to discount schemes such as Blue Light.

Applications must be received no later than the closing date on the advert. Applications received after this date will not be considered. To help manage applications efficiently, we reserve the right to close this vacancy early if we receive a strong response therefore, we encourage you to apply as soon as possible. We may also interview shortlisted candidates before the official closing date.

Further information about Alternative Learning Trust/Will Adams Academy can be found on our websites.

Closing date: 2nd October 2026

Interview date: TBC

Safeguarding Statement

Alternative Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a Declaration of Offences form to confirm their criminal record or other information that may make them unsuitable to work with children. *It is an offence for an individual with certain criminal convictions to attempt to engage in regulated activity (working with children).*

This appointment is subject to pre-employment checks including an enhanced DBS check, teaching prohibited checks (if applicable), Section 128 check (if applicable), ID and right to work check, medical screening and confirmation of qualifications and references. We will conduct online searches on shortlisted candidates for information that is publicly available.

A copy of the Will Adams Academy Safeguarding and Child Protection Policy can be found on the Will Adams Academy website.

If you have any further questions, please contact Katie Murray (Senior HR Officer) katiemurray@willadamsacademy.org.uk