



# Attendance and Medical Officer (AMO) Application Pack

*Limitless learning;  
infinite possibilities*

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# Letter from Catherine Paine, Chief Executive Officer

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you, then we would be delighted to receive your application.

**Catherine Paine**  
CEO



# Letter from Jen Fraser, Headteacher

Dear Candidate,

I am delighted that you have expressed interest in the post of Attendance and Medical Officer at Green Ridge Primary Academy.

Green Ridge is a primary school built on the Berryfields development, located in Aylesbury. We are a three-form entry school, enrolling children aged 2-11, with a team of nearly 70 members of staff.

At Green Ridge, we rightly pride ourselves on the high expectations we place on the academic achievements and behaviour of all children, whatever their need, as well as a broad, diverse and engaging creative curriculum which underpins all that we do. Green Ridge is an inclusive setting, valuing all children's achievements, ensuring that each child is given every opportunity to meet their full potential. There is no doubt that Green Ridge is an exciting place to be – for children, staff, parents/carers and the local community!

We are now looking to appoint an Attendance and Medical Officer to oversee all aspects of attendance management within the school and assist in managing medication and health care plans. The role will include working closely with both our administration team and our pastoral team and, whilst the role is mostly administration-based, there will be some elements of family liaison.

For further information about the role, or to arrange an informal discussion, please contact Lauren Curtis-Cross, Office Co-Ordinator via email to [office@greenridgeacademy.co.uk](mailto:office@greenridgeacademy.co.uk) or via telephone on 01296 326320 option 2.

**Jen Fraser**  
**Headteacher**



# Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the 'possible' in people as well as the 'actual'. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone. Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country, and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed. We take our **responsibility** seriously. We act judiciously with control and care. We don't make excuses but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



# The Role

## About the role

The role of the Attendance and Medical Officer will be to have responsibility for three broad but significant areas of the academy, including attendance, day-to-day management of medical care and first aid.

The job description gives further information about the types of requirements for each part of the position, but we are clear that the role will be flexible; no two days will ever be the same, and we really need someone who will remain flexible, calm and most importantly, champion our children and their families to give them the support they need at different times.

Candidates should also note that although this is a full-time/term-time post, there will be an expectation that the appointed candidate will work flexibly and be able to manage their own time to ensure that those urgent and important tasks are undertaken to safeguard pupils. This may mean that additional work will be required outside of the operating hours to facilitate this.

The general duties for this role (as outlined above in the broad areas of responsibility) are:

### 1) Attendance

- Be responsible for the daily oversight of all attendance, including absence and lateness
- Completion of registers
- Monitor and track attendance across the academy, including identified pupils who are of concern
- Support parents/carers with attendance strategies (this may include home visits to support positive attendance)
- Attend review meetings with the Assistant Headteacher for Behaviour and Attitudes to review whole-school attendance and identify strategies to improve this
- Carry out parent/carers contract meetings where pupils are persistently absent
- Support pupils with medical needs and other issues which prevent full-time attendance by liaising with staff, parents/carers and other professionals
- Attend relevant meetings regarding the wellbeing of specific pupils

### 2) Day-to-day management of medical care

- To oversee and be accountable for the administration of all prescribed medication to pupils

- To ensure appropriate records are kept and maintained of pupils needing medication and of medication administered

### 3) First aid

- To act as the academy's named person for first aid and take responsibility for the appropriate provision for first aid across the academy
- To administer first aid for pupils and staff as required
- To oversee the care for pupils who are unwell and liaise with the parents/carers of these pupils

### What we're looking for

We are looking for someone that is able to remain calm under pressure and prioritise tasks accordingly. An eye for detail is essential in this role with record keeping and documentation, and as such the person appointed needs to be a strong user of IT as this will be required for a significant part of this role.

The role will be fast paced, varied, and demanding, and so it is paramount that the person appointed can think on their feet, work on their own within a supportive team, and can ask for help or advice when needed. We also need someone who can work with and liaise with parents/carers in a personable and supportive way, but challenge as required to ensure that the children's safety and attendance is prioritised.

The successful candidate will have:

- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence
- Excellent inter-personal skills
- Experience with supporting children and families
- Excellent communication and organisational skills
- High levels of confidentiality

In return we can offer:

- A firm commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking pupils, staff and governors
- Encouragement to develop new ideas and the opportunity to make a real difference
- Fantastic trust-wide CPD opportunities

As a member of the REAch2 Trust, a national family of primary academies, Green Ridge Primary Academy is committed to raising standards and achieving excellence for all pupils whatever their background or circumstances. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Green Ridge Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and stakeholders to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references



# The Application

You are invited to submit an application via [MyNewTerm](#) by **9.00am on Monday, 26<sup>th</sup> January**. Shortlisted candidates will be invited to interview, to which tasks and a panel interview will be included. Please note that the academy reserves the right to interview before the closing date if suitable candidates apply.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately. Green Ridge Primary Academy has a rigorous Safeguarding Policy and is committed to the welfare of every child. Consequently, all shortlisted candidates will be asked to provide two referees, and these could be followed up with a verbal discussion. If successful, an enhanced DBS check will be carried out irrespective of any previous checks and you will also be required to complete a disqualification declaration form, noting that you will be expected to self-disclose any current or historical convictions, hearings or allegations. If this is relevant to you, please contact Jen Fraser, Headteacher prior to interview about this.

<b>Deadline:</b>	9.00am on Monday 26 <sup>th</sup> January 2026
<b>Interviews:</b>	Wednesday, 28 <sup>th</sup> January 2026
<b>Contract details:</b>	Permanent
<b>Working hours</b>	37 hours per week, 40 weeks per year (term-time + 5 INSET days + 5 days during school holidays)
<b>Salary:</b>	Bucks Pay Ranges 2, Scale Points 11-15 (£25,625 – £27,770)
<b>Start date:</b>	As soon as possible

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

# Job Description

**Post:** Attendance and Medical Officer (AMO)

**Salary:** Bucks Pay Ranges 2, Scale Points 11-15

**Responsible to:** Assistant Headteacher for Behaviour and Attitudes

## 1. JOB OUTLINE

### 1 a) PURPOSE OF ROLE

- To improve school **attendance** through the effective working with pupils, families, pastoral support teams and other agencies, analysing data to guide interventions and evaluating their impact.
- To be responsible for the **medical needs** of pupils across the academy.

### 1 b) RESPONSIBILITIES

#### Attendance

- To have oversight for the day-to-day management of all absence and attendance issues, escalating this as appropriate to the relevant senior staff
- To support administration staff in being responsible for successfully managing pupil absence and reporting each day, ensuring appropriate action is taken and escalated as appropriate
- To maintain a range of school records and data relating to pupil attendance records.
- To respond to requests for such data from a range of staff in the school and assist in the interpretation of such data and information.
- To work with Class Teachers to supply accurate pupil attendance data.
- To monitor and track data around attendance and attainment and to use this data to support identified groups of vulnerable young people to show an improvement in these areas.
- To monitor and evaluate attendance and punctuality data (daily, weekly, half-termly and termly) to review the success of the academy policies and initiatives to improve the attendance and punctuality of students where this is of concern, including arranging letters and discussions with parents/carers and producing achievement certificates where required
- In cases of poor attendance and / or welfare issues, to be proactive in assessing the situation and liaising with the appropriate professionals when pupils may need additional support.
- To offer general advice to parents and schools on education matters.
- To maintain regular contact and establish constructive relationships with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to encourage positive family support and involvement.

- To proactively maintain and develop contacts with other statutory and voluntary agencies.
- To communicate and advise staff of the procedures and rules necessary for the correct functioning of the attendance system to ensure adherence to the school's policies and processes with regards to the management of attendance problems and awareness of support programmes in place.
- To network with internal and external health/support agencies on a regular basis.
- To liaise with a range of health and support agencies with a view to seeking advice and support on behalf of students with specific concerns which may affect their attendance at school, under the direction of a member of the school management team.
- To work with the school leadership team, teaching staff and the relevant REAch2 central team so as to contribute to the review and development of school policies and processes relating to attendance management, ensuring adherence to DfE guidelines and consideration of the success of the school's existing policies and processes.
- To evaluate the success of support initiatives with regard to school attendance problems and to produce reports on student attendance on a regular basis.
- To liaise with schools staff, EWO, Social Services, Health and Family Support services as appropriate to identify pupils at risk of disaffection.
- To have knowledge and appreciation of the range of activities, course, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
- To network with countywide learning mentors, parent support advisers, family support workers and the Education Welfare service to share best practice.
- To work proactively with school staff and other professionals to devise and monitor alternative education packages for disaffected or underachieving pupils within the social inclusion guidelines.

### Medical Needs

- To act as the academy's named person for First Aid and take responsibility for the appropriate provision for First Aid across the academy
- To administer First Aid for pupils and staff, as required
- To be responsible ordering and replenishing First Aid resources and equipment
- To oversee the care for pupils who are unwell and liaise with the parents of these pupils
- To oversee and be accountable for the administration of all medication to pupils, as prescribed by the appropriate G.P, and direct and support staff as required to do so
- To ensure appropriate records are kept and maintained of pupils needing medication and of medication administered
- To be the point of contact for parents and carers and ensure that the relevant documentation is completed, and to file and store accordingly depending on medication, Health care plans etc.
- To undertake triage at play time and lunchtimes for serious incidents/accidents

- To support staff in preparing medical packs for school trips
- Make provision and be responsible for children's health needs in schools and take ownership of Health Care Plans
- To co-ordinate with the school nurse re: specific medical needs and make sure annual training is booked as well as arranging for nurse to come in to help with health care plans and any training for staff if a child with a complex medical condition joins the school.
- To be the point of contact for the school nursing team and arrange annual Health care checks, flu jabs and sight tests and be available on the day to liaise and co-ordinate the children
- To be responsible for overseeing medical tracker, checking first aid has been administered and recorded appropriately, medications have been given at the correct times and recorded and sending notifications to parents for incidents and medications.
- To keep class records of medications and medical conditions updated every time a new medicine/medical condition comes in
- To update the registers of medications on medical room board every time a new, inhaler, EpiPen is brought into school.
- To have oversight of Staff First Aid training and liaise with admin team with regards to booking courses when they are due to be renewed.

# Person Specification

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Criteria	Essential (for the job)	Desirable (for development)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 NVQ in Literacy and Numeracy or GCSE Grade C equivalent</li> <li>• Be willing to undertake First Aid at work qualification</li> </ul>	
<b>Experience</b>	<p>Considerable experience of working in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Working with Children, Young People and Families</li> <li>• Teacher with Pastoral experience or work in a comparable Profession</li> <li>• Education Welfare Work</li> <li>• Social Work</li> <li>• Working with families and delivering effective support for families</li> <li>• Running parenting programmes and group sessions to support targeted families</li> <li>• School administration</li> <li>• Evidence of experience of direct work with children and parents within a variety of settings and from a range of ethnic, religious and cultural backgrounds including those who may not have previously accessed services.</li> </ul>	<ul style="list-style-type: none"> <li>• Having worked with vulnerable pupils.</li> <li>• Experience of working in an educational setting</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Education Legislation</li> <li>• Child Protection</li> <li>• Multi Agency Working</li> </ul>	

	<ul style="list-style-type: none"> <li>• Understanding of principles of child development and learning processes</li> </ul>	
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a variety of people</li> <li>• Meet deadlines whilst working under pressure</li> <li>• Ability to travel both in and out of Aylesbury in accordance with the requirements of the post.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Self-motivated and able to work constructively as part of a team</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work to deadlines and methodical approach to work</li> <li>• Ability to work with children and families in a variety of settings within school, at home or in the community</li> <li>• Ability to work flexibly and supportively with parents and carers</li> <li>• Ability to work in partnership with teachers and other professionals as well as agencies, voluntary groups and service providers</li> <li>• Excellent interpersonal, skills with the ability to communicate effectively with children and adults, individually and in groups</li> <li>• Able and willing to speak confidently to a range of audiences</li> <li>• Ability to take responsibility and work on initiative within set boundaries</li> <li>• Excellent organisational and time management skills</li> <li>• Excellent oral and written communication skills including a sensitive approach to children and adults</li> <li>• Ability to keep clear accurate records</li> <li>• Be a confident and skilled user of ICT – able to use it with children and parents.</li> </ul>	

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Be tactful, diplomatic and sensitive with a good sense of humour</li> <li>• Be reliable and trustworthy able to use judgment in receiving and dealing with sensitive information.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people</li> <li>• Commitment to the protection and safeguarding of children and young people</li> <li>• Will co-operate and work with relevant agencies to ensure the appropriate safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>• Has received Safeguarding training</li> </ul>