

ST WULSTAN'S & ST EDMUND'S CATHOLIC ACADEMY

Attendance
Officer & Early
Help Support
Application
Pack



Closing date:
Thursday 21st May 2026 - midday

Shortlisting Date:
Friday 22nd May 2026

Interview Date:
TBC w/c Monday 8th June 2026



Welcome to St. Wulstan's & St. Edmund's

Thank you for considering St Wulstan's & St Edmund's Catholic Academy.

The Governors, staff and children at St Wulstan's & St Edmund's Catholic Academy are looking to appoint an Attendance Officer & Early Help Support to join our dedicated team.

We are looking for someone with excellent communication skills, a compassionate approach, and the ability to build strong relationships with young people and families.

This is a fixed term, part time position for 19 hours per week, on a term time only basis.

The successful candidate will work closely with pupils, parents/carers, and external agencies to monitor attendance, implement early intervention strategies, and provide targeted support where needed. You will play a vital role in safeguarding and ensuring every child has the opportunity to succeed.

At present we have 199 children on roll aged between 3 and 11 within our School and Nursery.

Our collective goal is to endow a lifelong love of learning in all our students following the life and teaching of Jesus Christ. We strive to develop the intellectual, emotional, physical and spiritual aspects of the child with the values of the Gospel underpinning all aspects of school life.

St Wulstan's & St Edmund's Catholic Academy is committed to safeguarding and promoting the welfare of children. The posts are subject to satisfactory references and enhanced disclosure from DBS.

You do not need to be Catholic to apply for this role, we welcome applicants from every background.

More details of our school can be found at <https://www.st-wulstans.lancs.sch.uk/>. Potential candidates are welcome to visit the school by appointment before applying. Please contact the school office to make an appointment.



“AS GOD’S CHILDREN, WE TOUCH THE LIVES OF OTHERS THROUGH OUR THOUGHTS, WORDS AND ACTIONS.”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Attendance Officer & Early Help Support at St. Wulstan's and St Edmund's Catholic Academy. St. Wulstan's and St Edmund's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

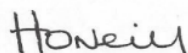
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

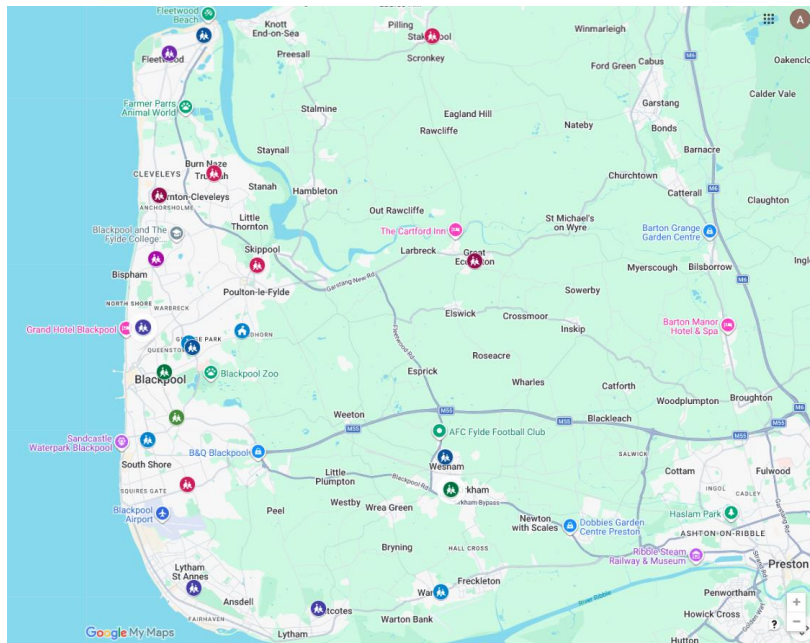
Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about the school or the role, please contact the school office:

Telephone - 01253 874785

or

Email - enquiries@st-wulstans.lancs.sch.uk

Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Wulstan's-and-St-Edmund's-Catholic-Academy/149263>

Closing date for applications: **Thursday 21st May 2026 - midday**

Shortlisting date: **Friday 22nd May 2026**

Interview date: **TBC w/c Monday 8th June 2026**

Post Details

Grade: NJC pay Grade D – scale point range 7 to 11

Salary: £26,403.00 to £28,142.00 (pro rata, pay award pending)

Contract: Fixed Term for 2 years

Hours: 19 per week, term time only

Required: As soon as possible

Job Description

POST TITLE	Attendance Officer & Early Help Support
JOB PURPOSE	<ul style="list-style-type: none"> To support the school's mission to ensure every child is safe, valued and able to fully participate in education by promoting and improving pupil attendance. The Attendance Officer will play a key role in monitoring attendance, working with families to address barriers to regular attendance, and supporting school leaders and the Designated Safeguarding Lead by implementing agreed procedures and interventions. The post supports the Catholic ethos of care, dignity and respect for all. The Early Help Officer plays a key role in supporting pupils and their families. Working as part of the safeguarding and pastoral team, the postholder will help remove barriers to learning, improve attendance, and promote the wellbeing of children across the school.
RESPONSIBLE TO	Headteacher /Designated Safeguarding Lead
RESPONSIBLE FOR	N/A (The post includes statutory safeguarding accountability but no line-management responsibilities.)
LIAISING WITH (Working relationships)	Headteacher, Deputy Head, Trust staff and support staff, external agencies and parents/carers
HOURS OF WORK	19 hours per week
PAY GRADE	Grade D – NJC scale points 7 – 11
LOCATION	St Wulstan's and St Edmund's Catholic Academy
DISCLOSURE LEVEL	Enhanced
MAIN/CORE DUTIES	<p>A. Early Help Officer</p> <ul style="list-style-type: none"> Provide practical and emotional support to families, including advice on parenting, routines, and accessing services. Support pupils with attendance, punctuality, behaviour, and emotional wellbeing. Maintain accurate, confidential records in line with safeguarding and data protection policies. Promote a positive, inclusive school environment where all children feel safe and supported. <p>B. Attendance Monitoring and Administration</p> <ul style="list-style-type: none"> Monitor daily attendance registers and follow up unexplained absences in line with school procedures. Ensure attendance data is accurate, complete and recorded promptly on the school MIS.

Job Description

MAIN/CORE DUTIES

- Produce routine attendance reports for senior leaders, highlighting persistent absence and trends.
- Support census returns and statutory attendance reporting.
- Maintain accurate records of attendance communications and interventions.

C. Supporting Attendance Improvement

- Identify pupils with emerging or sustained attendance concerns and refer them to appropriate staff.
- Implement agreed attendance interventions and actions as directed by senior leaders or the DSL.
- Support attendance meetings with parents/carers by arranging appointments, preparing information, meeting with parents and recording outcomes.
- Promote positive attendance messages to pupils and families, in line with school expectations and values.

D. Working with Parents and Carers

- Make first-day and routine attendance contact with parents/carers following agreed scripts and procedures.
- Communicate attendance concerns clearly, professionally and empathetically.
- Encourage parental engagement and reinforce the importance of regular school attendance.
- Share concerns appropriately with senior staff when attendance does not improve.

(This role does not include independent home visits.)

E. Safeguarding Support

- Work in accordance with *Keeping Children Safe in Education* and the school's safeguarding policies.
- Be alert to when attendance concerns may indicate a safeguarding issue.
- Pass all safeguarding concerns promptly to the Designated Safeguarding Lead.
- Maintain clear and confidential records but does not make safeguarding threshold decisions.

F. Children Missing Education (CME)

- Support the implementation of CME procedures as directed by senior staff.
- Collate information and documentation required for CME referrals.
- Liaise with administration staff and the Local Authority Attendance Team as instructed.

Job Description

MAIN/CORE DUTIES	<p>G. Professional Responsibilities</p> <ul style="list-style-type: none"> • Act in a manner that supports the Catholic ethos, mission and values of the school and Academy Trust. • Maintain confidentiality and professionalism at all times. • Participate in training, safeguarding updates and performance management processes. • Carry out other reasonable duties consistent with the role and grade.
QUALITY ASSURANCE	<ul style="list-style-type: none"> • Maintain accurate and compliant safeguarding and intervention records. • Monitor attendance for whole school and identify areas for intervention and early help. • Signpost and work with families and children to improve attendance standards across the school.
MANAGEMENT INFORMATION AND ADMINISTRATION	<ul style="list-style-type: none"> • Record interventions, contact and outcomes accurately on case management systems for individual pupils and families. • Provide regular updates to SLT regarding trends and impact. • Ensure safeguarding systems and records are accurate and securely stored.
COMMUNICATIONS	<ul style="list-style-type: none"> • Maintain positive communication with pupils, families, staff and professionals. • Be the first point of contact in matters relating to attendance. • Promote positive family engagement with school.
CORPORATE RESPONSIBILITY	<ul style="list-style-type: none"> • Comply with policies for safeguarding, health & safety, and data protection. • Support equality of opportunity and the Academy ethos.
OTHER SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none"> • Undertake duties effectively, efficiently and economically. • Maintain professional development. • Engage in appraisal processes. • Complete mandatory safeguarding training. • Undertake administrative duties as required directly connected to this role.
SAFEGUARDING	<p>The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share and uphold this commitment.</p>
GENERAL STATEMENT	<p>This job description outlines the duties and responsibilities at the time of writing. It may be amended following consultation to reflect changes in the role consistent with grade and title.</p>

Person Specification

Attendance Officer and Early Help Support Personal Attributes required based on the job description	Essential	Desirable
<p>Qualifications and Professional Development</p> <ul style="list-style-type: none"> • Good standard of education including GCSE (or equivalent) in English and Maths • Willingness to undertake safeguarding and attendance-related training • Relevant qualification in education, social care, family support or youth work • Safeguarding training (e.g. Child Protection, Early Help, Attendance) 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children, young people and/or families in an educational, pastoral or support setting • Experience of dealing with sensitive and confidential information • Experience of working with parents/carers in a professional and supportive manner • Experience of accurate record keeping and administrative tasks • Experience in an attendance, pastoral, safeguarding or early help role • Experience of working within a school environment • Experience of supporting attendance improvement or early intervention • Experience of liaising with external agencies or local authority services 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Understanding of the importance of regular school attendance and its impact on pupils' outcomes • Understanding of basic safeguarding principles and professional boundaries • Knowledge of confidentiality, data protection and information sharing • Awareness of barriers to learning and attendance faced by children and families • Knowledge of <i>Keeping Children Safe in Education</i> • Understanding of Children Missing Education (CME) procedures • Familiarity with school MIS systems (e.g. SIMS, Arbor) and attendance codes • Understanding of Early Help processes and thresholds 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

Person Specification

Attendance Officer and Early Help Support Personal Attributes required based on the job description	Essential	Desirable
Skills and Competencies <ul style="list-style-type: none"> • Ability to communicate clearly, professionally and empathetically with parents/carers, pupils and staff • Strong organisational and time management skills • Ability to maintain accurate, clear and confidential records • Ability to identify emerging concerns and escalate appropriately • Ability to follow agreed procedures and work under direction • Good ICT skills, including use of email, spreadsheets and databases • Ability to work effectively as part of a safeguarding and pastoral team • Ability to analyse attendance data and identify trends • Confidence in preparing reports and supporting attendance meetings • Ability to promote positive attendance messages to families 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Personal Qualities and Values <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children • Professional, calm and resilient approach when dealing with challenging situations • Empathetic, non-judgemental and supportive manner • High level of integrity, discretion and reliability • Commitment to equality, inclusion and respect for all • Willingness to uphold and support the Catholic ethos and values of the school • Reflective practitioner with a commitment to ongoing professional development • Passion for improving outcomes for vulnerable pupils and families 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
Other Requirements <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undertake relevant training 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none">

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

