



Saffron Green Primary School

Job Description – Family, Attendance & Community Lead

Job details

Grade: H5 - H6

Salary: £27,254 - £29,540 (pro-rata)

Hours per week: 19.5 spread throughout the week – There maybe opportunity for more hours for the right candidate.

Contract type: Part-time

Reporting to: Headteacher

Main purpose

To lead on whole-school attendance, support safeguarding as a Deputy Designated Safeguarding Lead (DDSL) and strengthen relationships between school, families and the wider community. The role plays a key part in improving pupil outcomes through engagement, early intervention and inclusive practice.

Key Responsibilities

Attendance & Admissions

- Lead and manage whole-school attendance processes and systems.
- Monitor, track and analyse attendance data.
- Act as first point of contact for attendance matters.
- Manage daily absence procedures.
- Process leave of absence requests.
- Meet with parents to improve attendance.
- Escalate concerns to SLT where appropriate.
- Support admissions processes.

Safeguarding (Deputy DSL)

- Act as Deputy Designated Safeguarding Lead.
- Liaise with external agencies.
- Maintain safeguarding records.
- Support staff with safeguarding concerns.
- Promote a strong safeguarding culture.

Family Liaison & Pastoral Support

- Act as key contact for parents.
- Build positive relationships with families.
- Provide early help and guidance.
- Signpost to external services.



Community & Events Leadership

- Organise school events such as discos, fairs, fundraising, parent consultations).
- Work with staff and parents to maximise engagement.
- Promote community involvement.
- Produce and distribute the school newsletter.

Extended Provision & Enrichment

- Oversee breakfast and after-school clubs.
- Coordinate timetables and staffing.
- Promote after-school clubs.
- Ensure safeguarding and quality.
- Support coordination of school trips and extracurricular activities.

This job description may be amended at any time after discussion with you but in any case, it will be reviewed in September of each academic year.

Person specification

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on how well the candidate meets the requirements of the person specification in the job application.

Essential requirements:

Experience

- Experience of working in a school setting
- Understanding of attendance and safeguarding
- Dealing with face-to-face and telephone interactions
- Working with children or young people
- Working and collaborating within a team

Skills, knowledge and abilities

- Good oral and written communications skills
- Ability to respond quickly and effectively to issues that arise
- Ability to plan, organise and prioritise to meet deadlines
- Ability to use own initiative and take action accordingly
- Excellent attention to detail
- Ability to use IT packages including word processing, spreadsheets and presentation software
- Ability to use relevant office equipment effectively
- Ability to build effective working relationships with colleagues



- Understanding of data protection and confidentiality
- Understanding of safeguarding

Personal qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Deals with difficult situations effectively