

JOB DESCRIPTION	
SCHOOL	Eastchurch CEP School
JOB TITLE	Attendance Officer and Family Liaison Officer (FLO)
GRADE	APL D
REPORTS TO	Headteacher and Governing Body
DATE	November 2025

Main purpose

To support the Headteacher in promoting the Christian ethos of the school and ensuring pupils reach their full potential. The role combines responsibilities for monitoring attendance and supporting families to overcome barriers to learning and participation.

Duties and responsibilities

Attendance Officer Duties

- Monitor and report on whole-school attendance data.
- Analyse attendance trends and identify areas of concern.
- Ensure daily registers are accurate and complete.
- Follow up on unexplained absences and escalate where necessary.
- Administer absence procedures including letters, clinics, and penalty notices.
- Manage attendance returns for the school census.
- Maintain accurate records of communications and interventions.
- Use Bromcom and KCC reporting systems effectively.
- Produce attendance reports for school leaders and external agencies.
- Track attendance of vulnerable groups and implement CME procedures.

Family Liaison Officer Duties

- Build positive relationships with families to support attendance and engagement.
- Coordinate meetings and interventions with pupils and parents/carers.
- Conduct home visits when necessary.
- Provide parenting advice and guidance.
- Promote parental involvement in school activities.
- Signpost families to community resources and external agencies.
- Maintain accurate records and share relevant information with staff.

Safeguarding Responsibilities

- Work in line with statutory safeguarding guidance (e.g. KCSIE, Prevent).
- Identify when persistent absence becomes a safeguarding concern.
- Collaborate with the Designated Safeguarding Lead (DSL).
- Promote the safeguarding and welfare of all pupils.

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Professional Development

- Engage in training and development opportunities.
- Participate in the school's appraisal procedures.

Other Duties

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification:

CRITERIA	QUALITIES	ESSENTIAL/DESIRABLE
Qualifications	➤ GCSEs (or equivalent) in English and Maths. ➤ Relevant qualifications in education, social work, or family support (desirable). ➤ Safeguarding training or willingness to undertake it.	Essential Desirable Essential
Experience	➤ Previous experience working with children, families, or in an educational setting. ➤ Experience in monitoring attendance and liaising with external agencies. ➤ Experience conducting home visits and supporting vulnerable families.	Essential Essential Desirable
Skills and knowledge	➤ Strong communication and interpersonal skills. ➤ Ability to analyse attendance data and implement interventions. ➤ Knowledge of safeguarding procedures and child protection. ➤ Understanding of barriers to education and strategies to overcome them. ➤ Competent in using IT systems for data recording and reporting.	Essential Essential Essential Desirable Essential
Personal qualities	➤ Empathetic and approachable. ➤ Highly organised and able to manage time effectively.	Essential Essential

'They will soar on wings like eagles.' Isaiah 40:31

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CRITERIA	QUALITIES	ESSENTIAL/DESIRABLE
	➤ Resilient and able to handle sensitive situations with discretion. ➤ Committed to inclusion and promoting positive outcomes for children.	Essential Essential

Print name (Employee):

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: