

JOB DESCRIPTION	
JOB TITLE	Family Liaison Officer with Attendance (FLO)
GRADE	APLc
REPORTS TO	Headteacher and Governing Body
DATE	June 2026

Main Purpose

To support the Headteacher in promoting the Christian ethos of the school and ensuring that all pupils reach their full potential. This dual role combines responsibility for monitoring attendance with providing effective support to families to overcome barriers to learning and participation.

Duties and Responsibilities

Attendance Officer

- Monitor, track, and report on whole-school attendance data
- Analyse attendance patterns and identify trends or areas of concern
- Ensure daily registers are accurate, complete, and compliant
- Follow up on unexplained absences promptly and escalate concerns where necessary
- Administer attendance procedures, including letters, meetings, attendance clinics, and penalty notices
- Manage and submit attendance data for the school census
- Maintain accurate and up-to-date records of communications and interventions
- Use Bromcom and KCC reporting systems effectively
- Produce detailed attendance reports for senior leaders and external agencies

Family Liaison Officer

- Monitor attendance of vulnerable groups and implement Children Missing Education (CME) procedures
- Build and maintain positive, supportive relationships with families to improve attendance and engagement
- Coordinate meetings and targeted interventions with pupils and parents/carers
- Conduct home visits where appropriate
- Provide guidance, advice, and support to parents/carers
- Promote parental engagement and participation in school life
- Signpost families to relevant community services and external support agencies
- Maintain accurate records and share relevant information with staff in line with data protection requirements

Safeguarding Responsibilities

- Work in accordance with statutory safeguarding guidance, including *Keeping Children Safe in Education (KCSIE)* and *Prevent*
- Recognise when persistent absence may indicate a safeguarding concern
- Work closely with the Designated Safeguarding Lead (DSL) and wider safeguarding team
- Actively promote the safeguarding and welfare of all pupils

collaborate | enrich | trust | innovate | aspire | nurture

Professional Development

- Engage in ongoing training and professional development opportunities
- Participate fully in the school's appraisal and performance management processes

Person specification: Family Liaison Officer with Attendance

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- GCSEs (or equivalent) in English and Maths
- Commitment to safeguarding and professional development
- Working with children, young people, or families
- Maintaining accurate records and handling sensitive information
- Strong organisation and communication skills
- Ability to build positive relationships with families and staff
- Good IT and data handling skills
- Understanding of safeguarding procedures
- Empathetic, resilient, and approachable
- Professional, confidential, and solution-focused
- Committed to inclusion and the school's Christian ethos

Desirable

- Relevant qualifications or training
- Experience in schools or attendance work
- Knowledge of attendance systems

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: