Aylesbury Street
Wolverton
Milton Keynes
MK12 5HU
01908 312275
office@wyvernschool.org

Executive Headteacher: Steve Springett-McHugh
Associate Headteacher: Steve Weston

Attendance and Family Engagement Officer
required 32.5 hours a week, term time only, plus 5 inset training days. Role to start on 4th January 2027, fixed term for two years.
Pay scale E. Actual salary £22,519 per annum

Purpose of Role

- To mentor pupils who require additional support to overcome attendance barriers to learning under the guidance of the teacher/senior staff.

Key Objectives

- Building positive, trusting relationships with children, parents and carers;
- Being visible at the beginning and end of day to meet parents and children;
- Supporting play and positive relationships at lunchtime;
- Liaising with teachers, the SENDCO and pastoral staff to coordinate support for pupils;
- Supporting children returning to school following periods of absence;
- Tracking attendance data and maintaining accurate attendance records;
- Monitoring the impact of attendance interventions and reviewing progress;
- Identifying and reporting safeguarding concerns in accordance with school procedures;
- Working closely with the Attendance Compliance & Enforcement Officer and senior leaders to ensure attendance concerns are addressed appropriately.

We are looking for someone who:

- Has experience of working with children and families in an educational, pastoral or safeguarding role
- Has excellent communication, organisation and interpersonal skills;
- Can manage confidential information professionally;
- Understands the importance of attendance and the barriers some families may face;
- Is committed to safeguarding and promoting the welfare of children.

If you are interested in applying for this position, please email a.lewis@wyvernschool.org to request an application pack. Please submit a supporting letter outlining your reasons and suitability for applying for this post.

Closing date: 5pm on Friday, 27th November
Interviews will be held during week commencing 1st December

Wyvern School is committed to safeguarding children and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer. The successful applicant will require an enhanced DBS check. All applications will be subject to rigorous Safer Recruitment principles.