JOB DESCRIPTION

School: **Middle Park Primary**

Post: **Home School Liaison Officer**
Grade:
Scale: **RBG Scale 6 Point 18 to Point 20 (pro rata 35 hours / 39 weeks)**

Responsible to: **School Business Leader (AAO/Attendance/Administration duties)**
SENDCo (Pupils and Families)

Duties of the Post
Generally

- In relation to pupils and families to be responsible to School Business Leader for the provision of administrative and secretarial services to the school, for the creation, maintenance and monitoring of accurate records.
- To perform the role of the Attendance Monitoring Officer.
- To perform the role of the Home School Liaison Office and to be responsible to the SENDCo.
- To be the first point of contact for First Aid related issues

Specifically:

- To receive and welcome visitors to the school, both in person and by telephone; at all times to deal sensitively and appropriately with pupils, parents, staff and visitors.
- To arrange meetings and appointments as required including academic tutoring days.
- To enter all new starters and to on roll/off roll, including FS1 and 30-hour codes
- To lead on Reception / Secondary applications
- To lead on school census
- To maintain appropriate computerized and manual records
- To attend staff meetings and Admin Team meetings as required
- To input onto the school MIS system all pupil data as appropriate and keep up to date
- The provision of up-to-date class lists.
- To prepare routine statistical information within pre-defined procedures, as directed by the School Business Leader using the school MIS system for pupil/attendance data as appropriate.
- To initially handle complaints, deal with them tactfully, attempt to resolve matters personally and refer other matters to the appropriate member of staff.
- To book educational visits, organize transport and complete paperwork with teachers.
- To be a qualified First Aider at Work and to ensure that the medical room is adequately stocked.
- The provision of dietary needs and medical needs and care plans.

Attendance

- To be responsible for the input/interrogation of data on Attendance module
- and produce reports as required.
- To liaise with the Attendance Advisory Officer as required.
- To meet with parents to discuss attendance issues.
- To ensure registers contain correction information, are systematically monitored and follow-up action undertaken to address absence/lateness.

- **Home School Liaison Work**
- To provide support to young people and their families within the school context and to keep records and documentation pertaining to meetings/contact.
- To be part of the safeguarding team and work alongside the DSL.
- To conduct admissions interviews, if necessary.
- To look after pupils left behind after school when required, including trips that are late and to ensure their safety and welfare

- **Generally**
- To contribute to the organization of school functions and activities.
- In discharging the duties of the post to have due regard to the provisions of the Health and Safety at Work legislation.
- To promote the LA Equal Opportunities Policy in a manner compatible with the duties of the post.
- To participate in the Performance Management process.
- To keep up to date information, reports, documents issued by DFEE, RBG, OFSTED which relate to the duties of the post. To disseminate good practice to the school.
- To promote the aims and values of the school and execute the role within the current school policies and guidelines.
- To participate in relevant INSET and to seek to maintain ongoing professional development.

Closing date for applications: Tuesday 24th November 2026 at 5pm

Interviews will be held on: Friday 27th November 2026