Horn Park Primary School

Alnwick Road, Lee, London, SE12 9BT
Tel: 020 8857 5003
Email: hornpark@compassps.uk
Website: www.hornpark.compassps.uk

Headteacher Jack Green
Deputy Head Victoria Wood

Job Title: Attendance & Community Engagement Officer

Purpose of the Role

To support the school in ensuring every child is safe, attends regularly, and thrives as a result of strong home and school partnership.

The postholder will act as a key link between home and school, combining administrative, and community-facing responsibilities.

PayScale: SO1

£36,212 - £37,179 (Actual)
Hours: 8am-4pm (35 hours a week term time only)

Responsible to: Headteacher

Key Responsibilities

1. Attendance

- Build positive, trusting relationships with families, particularly those who may be vulnerable or harder to engage
- Monitor and track pupil attendance daily
- Follow up on first-day absence and persistent absence
- Act as a first point of contact for families needing support or guidance
- Work with families and pupils to remove barriers to attendance
- Support individual attendance plans, including direct work with pupils experiencing EBSA
- Prepare attendance reports for leaders and governors
- Liaise with the Local Authority's Attendance Advisory Service regarding attendance concerns
- Support the delivery of the EBSA (Emotional Based School Avoidance) programme, working directly with children where appropriate and monitoring and recording the impact of interventions, including the creation of support plans
- Conduct home visits where appropriate (in line with school policy)
- To work closely with school inclusion leaders and other staff to ensure that all children who have additional needs are identified and have provision that supports their sense of belonging and achievement
- Support reintegration plans for pupils returning from absence or requiring additional transition support

Compass Eko Trust is a trading name of The Compass Partnership of Schools. Company number: 10360957
Registered address: C/o Alderwood Primary School, Rainham Close, Eltham, London SE9 2JB

Horn Park Primary School

Alnwick Road, Lee, London, SE12 9BT
Tel: 020 8857 5003
Email: hornpark@compassps.uk
Website: www.hornpark.compassps.uk

Headteacher Jack Green
Deputy Head Victoria Wood

2. Safeguarding

- Act as a Deputy DSL in support of the school's safeguarding approach and policies
- Support the DSL and safeguarding team with administrative tasks
- Maintain accurate, confidential safeguarding records on MyConcern
- Assist with referrals to external agencies
- Lead and/or attend TAC, CIN and CP meetings where necessary; supporting early help processes and contribute to multi-agency working
- Signpost families to appropriate external services and agencies
- Track and follow up on safeguarding actions, timelines and pupil support
- Ensure safeguarding documentation is compliant and up to date
- Collect children's opinions and voice related to their sense of belonging

3. Community Engagement & Relational Events

- In partnership with the school's leadership team, coordinate events that build strong relationships with families (e.g. workshops, coffee mornings, community events)
- Increase parental engagement in school life through deliberate relational practice
- Develop inclusive and welcoming opportunities for all families
- Build partnerships with local organisations and community groups
- Support communication strategies to reach all families effectively
- To attend parents' evening and other school events

4. Office & Administrative Support

- Provide flexible administrative support to the school office as required
- Support front-of-house during busy periods
- Assist with communications to parents related to attendance (eg letters & newsletters)
- Maintain accurate records and databases, including inputting data onto complex spreadsheets
- To undertake filing of confidential information, eg Safeguarding and SEND files. This would include keeping accurate records on Sharepoint, MyConcern and EduKey

Compass Eko Trust is a trading name of The Compass Partnership of Schools. Company number: 10360957
Registered address: C/o Alderwood Primary School, Rainham Close, Eltham, London SE9 2JB

Horn Park Primary School

Alnwick Road, Lee, London, SE12 9BT
Tel: 020 8857 5003
Email: hornpark@compassps.uk
Website: www.hornpark.compassps.uk

Headteacher Jack Green
Deputy Head Victoria Wood

Person specification

CRITERIA	ESSENTIAL	DESIRED
Qualifications and training	• Good standard of education (GCSEs or equivalent, including English and Maths)	• Relevant qualification in education, childcare, youth work, social care or counselling • Safeguarding training
Experience	• Experience working with children, young people, or families (any sector) • Building positive relationships • Handling confidential information	• Experience in a school • Delivering interventions • Working with families facing challenges • Multi-agency work • Attendance support
Knowledge and understanding	• Understanding of safeguarding • Awareness of barriers affecting children/families • Importance of school-family relationships	• Knowledge of Early Help/safeguarding processes • Awareness of EBSA/trauma-informed practice • Understanding of school systems
Skills and abilities	• Strong interpersonal skills • High emotional intelligence • Effective communication • Collaborative working • Organisation • Electronic record keeping and monitoring • IT skills, specifically dealing with complex excel spreadsheets	
Personal qualities	• Warm • Approachable • Non-judgemental • Resilient • Proactive • Flexible • Professional integrity • Commitment to inclusion	

Compass Eko Trust is a trading name of The Compass Partnership of Schools. Company number: 10360957
Registered address: C/o Alderwood Primary School, Rainham Close, Eltham, London SE9 2JB