



# Ordsall Primary School



## Attendance and Family Support Lead

**Attendance and Family Support Lead (including Deputy Designated Safeguarding Lead responsibility)**

**32.5 hours per week, Monday – Friday, all year round**

**Working hours:** 8:30am – 4pm

**Type of vacancy:** Permanent following successful completion of probationary period

**Salary:** Grade 5 (£30,024 – £33,699)

**Closing date:** Tuesday 2<sup>nd</sup> June 2026

**Shortlisting date:** Wednesday 3<sup>rd</sup> June 2026

**Interview date:** Monday 8<sup>th</sup> Jun 2026

**Start date:** As soon as possible

Ordsall Primary School is seeking to appoint a committed and experienced Attendance and Family Support Lead to play a key role in improving attendance and supporting families.

This is a strategic role focused on leading whole-school attendance, analysing data to drive improvement, and working directly with families to remove barriers to pupils accessing education. The successful candidate will also act as a Deputy Designated Safeguarding Lead (DDSL), strengthening the school's safeguarding provision.

A key aspect of the role is working closely with families to understand and address a range of barriers that may impact on a child's attendance, wellbeing and access to learning. This includes leading attendance meetings, building strong and trusting relationships, and working with parents and carers both where attendance is a concern and where wider support may be needed.

The role requires a balance of support and challenge – offering early help and guidance where appropriate, while also holding clear, professional conversations to secure improved outcomes. This may include coordinating and contributing to Early Help plans, working alongside external agencies, and supporting families to access the right services at the right time.

You will work proactively with families to identify needs early, helping to prevent issues from escalating, as well as responding to more complex situations where concerns are ongoing. You will also play an important role in identifying and responding to safeguarding concerns linked to attendance and wider family circumstances, working closely with the Designated Safeguarding Lead to ensure concerns are managed effectively.

The role sits at the heart of the school's work with families and requires close collaboration with the Pastoral and Wellbeing Lead to ensure coordinated, consistent support for pupils and families across the school.

### **We are looking for someone who:**

- Has experience working with children and families
- Can analyse data and use this to identify priorities and drive improvement
- Is confident leading meetings with parents/carers, building positive relationships and holding challenging conversations
- Has experience of, or a strong understanding of, multi-agency working and early help
- Has a strong understanding of safeguarding and the links between attendance and pupil welfare
- Is committed to improving outcomes for vulnerable pupils

### **We can offer:**

- a welcoming and caring ethos where everyone is valued and supported
- dedicated and friendly staff and governors
- hard working, confident children who enjoy their school life
- a supportive and friendly community of parents
- the opportunity to make a real difference to pupils and families

Our school is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS disclosure.

- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.
- All posts in Primary, Secondary and Special Schools are subject to an enhanced Disclosure and Barring Service check. All posts in schools, unless stated otherwise, are suitable for a job share arrangement.
- The County Council welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts within County and Controlled Schools and in Colleges.

An application form, person specification and further details are available from the school at the above address, by emailing [office@ordsallpri.notts.sch.uk](mailto:office@ordsallpri.notts.sch.uk) or by visiting [www.ordsallprimary.com](http://www.ordsallprimary.com). Visits to the school are warmly welcomed by appointment with the Headteacher.