



ATTENDANCE & SAFEGUARDING LEAD RECRUITMENT PACK



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Gifford Primary

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- 1st September 2026
- Salary: Grade 6 SP18-20 (£31,683.00 - £32,629.00 pro rata) Term Time Only + 1 week (40 Weeks)
- Monday – Friday 8.30am – 4.00pm (35 hours per week)
- Closing date: Thursday 9th July 2026 @ 9.00am
- Interview date: W/C 13th July 2026

Welcome



HEADTEACHERS MESSAGE

Dear Applicant,

Thank you for showing an interest in the position of Attendance and Safeguarding Lead at Gifford Primary School. Gifford Primary School is a popular four-form entry school.

We are seeking to appoint an ambitious, innovative and hardworking Attendance and Safeguarding Lead. You must be an exceptional candidate who is passionate about safeguarding and the importance of school attendance.

At Gifford, we are committed to making a meaningful difference in the lives of our children. We pride ourselves on being a forward-thinking school that values innovation, collaboration, and a positive, solution-focused approach. Our dynamic and supportive environment offers an excellent opportunity for ambitious professionals who are passionate about contributing to a thriving learning community.

Visits to the school are strongly encouraged and form an important part of the recruitment process. To arrange a visit, please contact our HR team on **020 8845 4661** or email HR@gifford.ealing.sch.uk.

We look forward to welcoming you to Gifford Primary School and receiving your application.

Yours faithfully,

Charlotte Cadman
Head of School

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What is Gifford Like?



"A culture of high academic aspiration and a shared drive for success permeates the school. Through the curriculum, pupils are taught about the contributions to society made by a diverse range of historical and modern-day prominent figures.

The school encourages pupils to believe they too can make a positive difference in the world. Academic achievement and pupils' personal development are equally prioritised. Pupils and school staff work together to create a programme of regular enrichment experiences. The '11 by 11' programme includes expressive arts activities, public speaking exercises and careers guidance. Older pupils enthusiastically support those who are younger. Pupils behave maturely. They treat each other with great care, kindness and respect.

The school encourages pupils to share their views. Elected members of the 'Gifford Government' gather and share the opinions and suggestions of their classmates in order to improve the school further. For example, the play area was extended following feedback from pupils in Years 1 and 2. Pupils are happy here."

Ofsted Quote May 2024

What we are looking for

Pupils are at the heart of all we do



Are you:

- Ambitious?
- An inspirational Attendance & Safeguarding Lead?
- Passionate about making a difference?
- Someone who really cares about children?
- Continually looking for ways to improve your practice?
- Willing to work hard to uphold the schools exceptional provision?
- A positive team player?
- Someone with a can-do attitude?
- Excited by a challenge and full of great ideas?

If this is you, then Gifford is the place for you!

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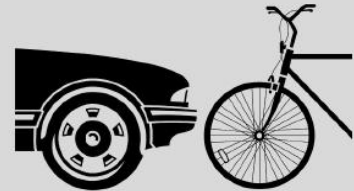
What's great about working at **Gifford Primary School?**



**Creative approaches
to the curriculum**



**Excellent CPD
opportunities for all
staff at all levels of
their careers**



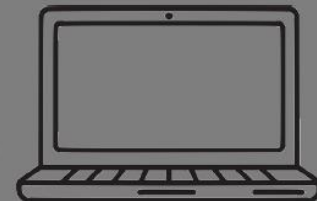
**Well resourced
facilities including free
parking on site and
cycle to work scheme**



**Supportive employee
assistance programme
for all**



**A diverse,
multicultural and
stable staff team**



**PPA for all teaching
staff exceeds the
national expectations**



**Inner London Salary
& Local Government
Pension Scheme**



**Staff wellbeing and
workload balance is
fundamental to our
approach**



**An extensive support
team of highly skilled
experienced
professionals**

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Person Specification

Qualifications and training

		Essential	Desirable
1.1	GCSE or equivalent qualifications in English and Maths.	✓	
1.2	Experience of managing multiple priorities.	✓	
1.3	Experience Working in a School.		✓

Professional knowledge, understanding, skills and attributes

		Essential	Desirable
2.1	Strong organisational, interpersonal and communication skills.	✓	
2.2	Ability to manage own workload and work on own initiative to meet deadlines.	✓	
2.3	To have excellent ICT skills especially spreadsheets, word processing, and the ability to use other software packages or be trained to do so.		✓
2.4	Experience using Bromcom		✓
2.5	Experience identifying interventions to raise attendance of pupils		✓
2.6	Experience working collaboratively with colleagues	✓	
2.7	Experience analysing data and producing reports and identifying key areas	✓	
2.8	Competent use of relevant administrative equipment/resources e.g. photocopier and scanner.	✓	
2.9	Ability to relate well to children and adults	✓	
2.10	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.	✓	
2.11	Ability to identify own training and development needs and cooperate with means to address these.	✓	
2.12	To be responsible for promoting and safeguarding the welfare of children and young people within the schools.	✓	
2.13	Knowledge of the possible interventions to raise attendance		✓
2.14	Knowledge of the potential barriers to high attendance that pupils may face		✓
2.15	Ability to tailor interventions to individual pupils		✓
2.16	Ability to maintain confidentiality at all times	✓	

Commitment

		Essential	Desirable
3.1	Demonstrate a commitment to safeguarding and child protection.	✓	
3.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
3.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
3.4	Promoting the school's vision and ethos.	✓	
3.5	Willingness to have an enhanced DBS check.	✓	

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Job Description

Main purpose of the job:

- To lead and strategically manage whole-school attendance, ensuring robust systems are in place to maximise pupil attendance and engagement.
- To monitor, analyse and report attendance data, identifying trends and implementing targeted interventions to improve attendance outcomes.
- To manage statutory attendance processes including census returns, Children Missing Education (CME) procedures, penalty notices and liaison with external agencies.
- To act as a Designated Safeguarding Lead (DSL), taking a lead role in safeguarding and child protection across the school.
- To work collaboratively with pupils, families, staff and external professionals to remove barriers to attendance, safeguard vulnerable pupils and promote positive outcomes.
- To contribute to wider family support, community engagement and pastoral provision across the school.
- To manage the caseloads for all children on the higher risk register (CP, CIN, LAC)

Key Responsibilities for Attendance & Safeguarding Lead:

Attendance Leadership

- Act as the school's strategic lead for attendance.
- Manage and develop attendance systems through Bromcom.
- Produce attendance reports for Governors & Senior Leaders.
- Lead on attendance audits and statutory compliance.
- Manage school census attendance returns.
- Lead Children Missing Education (CME) procedures.
- Coordinate and administer Fixed Penalty Notice processes alongside the Attendance Officer.
- Monitor attendance of key groups and evaluate intervention impact.
- Line manage Attendance Officer.

Safeguarding Leadership

- Act as Designated Safeguarding Lead.
- Lead safeguarding strategy, practice and compliance across the school.
- Support and manage referrals to Children's Social Care, MASH and external safeguarding agencies.
- Chair safeguarding meetings where appropriate.
- Provide safeguarding advice, support and supervision to staff.
- Ensure safeguarding records are maintained to statutory standards.

Vulnerable Families:

- To monitor vulnerable families and provide support and working in partnership with vulnerable families, in particular Pupil Premium and the most disadvantaged, to enable full access to educational opportunities and overcome barriers to learning and participation.
- To support parent engagement activities within the school, such as Parents Workshops, Parent Forum meetings and other events.
- To build links between home and school by carrying out home visits, promoting measures to break down barriers, promote attendance and facilitate engagement by parents with their child's learning.

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- To signpost parents to relevant local services available to children and families, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.

Working with other Agencies:

- To monitor the effective delivery of multi-agency interventions and agreed actions, informing the relevant body if there are concerns.
- Attend regular core group or other professional meetings to assist with the management of individual case work.
- To maintain accurate and up to date case file records of work undertaken and for key groups.
- To keep appropriate records of group work and family group conference activity. To ensure all record keeping relating to pupils' and families remains confidential in line with school policy and Data Protection legislation.
- Produce reports for internal and multi-agency meetings as appropriate.
- Keep up to date on the range of agencies working locally in order to maintain knowledge of services to which parents may be signposted.
- To form links with external agencies and charities.

Working with parents/carers:

- Coordinate meetings with pupils and parents/carers to implement interventions and track progress.
- Build positive relations with parents/carers to encourage family involvement in their child's attendance.
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families.
- Carry out home visits, where necessary, to address attendance concerns for individual pupils.

Fulfil Wider Professional responsibilities:

- Work collaboratively with others to develop effective professional relationships.
- Make a positive contribution to the wider life and ethos of the school.

Other:

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Be a fire warden for the school office, ensuring documents are taken to the relevant fire point.
- Perform any reasonable duties as requested by the Headteacher.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Please refer to the job vacancy page on our school website for the Privacy Notice for job applicants.

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