

Attendance & Medical Officer Job Description



Job Title:	Attendance & Medical Officer	Ealing GLPC Grade: 6
School:	Horsenden Primary School	Post No:
Line Manager:	Deputy Headteacher for Inclusion	
Supervisory responsibility:	None, apart from assisting with the work familiarisation of new members of staff.	
Hours:	8.30am – 3.30pm, 32.5 hours per week, term time only + 1 week (39 weeks) + 2 days	

Main purposes of the job

- Lead the day-to-day operation of the school's attendance and punctuality procedures, working with the PA and Office Manager and under the direction of the Senior Attendance Lead.
 - Implement agreed attendance interventions and contribute operational information and evidence to support the Senior Attendance Lead in improving attendance and punctuality across the school.
 - Coordinate the school's day-to-day medical, first-aid and pupil welfare provision, working under the direction of the Deputy Headteacher for Inclusion and supporting the implementation of the *Supporting Pupils with Medical Conditions Policy*.
 - Promote and safeguard the welfare of pupils, reporting attendance, medical or safeguarding concerns promptly and appropriately.
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Main responsibilities and tasks

Attendance and Punctuality

1. Promote regular attendance and punctuality, working with pupils and families to help them understand their responsibilities and the importance of attending school regularly and on time.
2. Process and check attendance registers twice daily using the school's MIS, record late arrivals and ensure that missing, inaccurate or unexplained marks are followed up and corrected promptly, including checking that required attendance data submissions are complete and accurate.
3. Carry out first-day absence procedures, contacting parents and carers of absent pupils each day and escalating any unexplained or concerning absence in accordance with the school's attendance and safeguarding procedures.
4. Monitor attendance and punctuality daily and identify pupils with emerging concerns, repeated lateness, patterns of casual or unauthorised absence, persistent absence or severe absence.
5. Liaise with the PA and Office Manager and Senior Attendance Lead regarding pupils of concern, ensuring that agreed actions are completed and concerns are escalated promptly.
6. Coordinate and undertake attendance interventions as directed by the Senior Attendance Lead. These may include telephone calls, formal letters or emails, meetings with parents, home visits, attendance contracts, Stage 3 collaboration meetings, local-authority referrals and requests for Fixed Penalty Notices.

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7. Prepare and submit appropriate referrals to the local authority and Education Welfare Officer, including referrals relating to attendance, children missing education, children missing out on education and children believed to have left the country, following the correct procedures and supporting any subsequent intervention or legal action.
8. Maintain accurate and up-to-date records of attendance concerns, communication with families, meetings, home visits, interventions, referrals and agreed actions, including the processing and recording of requests for leave during term time.
9. Monitor and analyse attendance and punctuality information at least weekly, including the attendance of individual pupils, classes and identified groups, and alert the PA and Office Manager and Senior Attendance Lead to emerging concerns or patterns.
10. Produce and share attendance and punctuality information and reports as required for the Senior Attendance Lead, SLT, teachers, other relevant staff and the Governing Board.
11. Meet regularly with the local-authority Education Welfare Officer, alongside relevant school leaders, to review cases, agree operational actions and support the implementation of the school's attendance priorities.
12. Contribute to the development and implementation of strategies to improve attendance and punctuality, as agreed by the Senior Attendance Lead, and monitor whether agreed actions have been completed.
13. Keep up to date with relevant attendance legislation, statutory guidance, local-authority procedures and children missing education requirements, advising the Senior Attendance Lead of any changes and supporting the provision of accurate information to staff, governors and families.

Medical & Welfare

14. Plan, organise and monitor the medical room and the provision of day-to-day medical and first-aid support for pupils, staff and visitors.
15. Maintain an accurate and confidential register of pupils' medical conditions, allergies, medication and specific healthcare needs, ensuring that the school's medical records are kept up to date.
16. Provide first aid following illness, accident or injury and ensure that an ambulance or other professional medical assistance is called when required.
17. Complete all required accident, incident and first-aid records, communicate with parents and carers promptly and appropriately, and escalate serious incidents for local-authority or statutory reporting where required.
18. Administer prescribed medicines and agreed medical procedures in accordance with parental consent, individual healthcare plans, school policy and relevant professional guidance, maintaining an accurate record of all medication administered.
19. Ensure that medicines are stored securely and appropriately, readily accessible when required and supported by a clear audit trail. Monitor expiry dates and arrange for expired or unused medicines to be returned or disposed of safely.
20. Coordinate the preparation and review of individual Healthcare and Welfare Plans, working with parents, relevant healthcare professionals and school staff, and update these promptly when new information is received.
21. Maintain and update the school's Medical Conditions and Special Diet Poster and ensure that relevant staff receive the information needed to support pupils safely and appropriately.

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22. Work with the catering and admissions teams to gather and maintain accurate information about pupils' food allergies, special diets and other medical needs, supporting the preparation and review of relevant healthcare plans.
23. Ensure that appropriate medical information, emergency guidance and medication are provided to staff before educational visits, sporting activities and other off-site provision.
24. Maintain all first-aid kits, asthma boxes, adrenaline auto-injector boxes and other emergency medical equipment across the school, checking contents and expiry dates at least termly and replenishing supplies as required.
25. Support other first aiders and work with the Deputy Headteacher for Inclusion to maintain appropriate levels of first-aid cover across the school, including coordinating a rolling programme of training, maintaining qualification records and updating first-aid notices and posters.
26. Coordinate appropriate training and guidance for staff supporting pupils with specific medical conditions or undertaking agreed medical procedures, working with healthcare professionals to ensure that staff are appropriately trained and competent.
27. Maintain the required Paediatric First Aid and First Aid at Work qualifications, revalidating these within the required timescales, and participate in relevant professional development to ensure that care, advice and information remain current and evidence-informed.
28. Plan and coordinate NHS vaccination, hearing screening and height and weight programmes, liaising with health services and communicating arrangements and information to parents and carers.
29. Keep up to date with relevant medical guidance, legislation and health-promotion initiatives, advising the Deputy Headteacher for Inclusion of any changes and sharing appropriate information with staff, pupils and families.

Administrative and General Duties

30. Work as part of the administration team and provide general administrative and front-office support when required, including maintaining manual and electronic records, contacting parents and external organisations, preparing correspondence and materials, photocopying and assisting with reception duties.
31. Order, monitor and maintain appropriate stocks of pupil and staff welfare supplies, including food, drinks and other essential items.
32. Oversee the organisation and day-to-day management of the school's lost property.
33. Follow all school policies and procedures, including those relating to safeguarding, equality and diversity, data protection, confidentiality, health and safety and risk assessment, reporting any concerns promptly to the appropriate person.
34. Ensure that personal conduct and professional practice comply with the codes of conduct and standards established by the school and local authority.
35. Contribute positively to the ethos, values and aims of Horsenden Primary School and work collaboratively with colleagues across the school.
36. Participate in mandatory training and other professional development relevant to the responsibilities of the role.
37. Undertake other duties consistent with the level and nature of the post, as reasonably required by the line manager or a member of the Senior Leadership Team.

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Signatures of line manager and job holder

Signature of Manager: _____

Date: / /

Signature of Post holder: _____

Date: / /