Wyvern School

Aylesbury Street, Wolverton, Milton Keynes, MK12 5HU

Steve Springett-McHugh, Executive Headteacher

Attendance & Family Engagement Officer
Actual Salary - £22,519 per annum
Fixed Term for 2 Years
Start date: 04/01/2027

About our School:

Wyvern is a large Nursery, Preschool and Infant school set in historical buildings and an established sense of history, we federated with Bushfield School in January 2018. We have a bright and enthusiastic bunch of children and a large, supportive staff team who work closely together.

Wyvern School is committed to safeguarding children and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer. The successful applicant will require an enhanced DBS check. All applications will be subject to rigorous Safer Recruitment principles.

About the Role:

Purpose of Role

To mentor one or a small group of pupils who require additional support to overcome barriers to learning under the guidance of the teacher/senior staff.

Key Objectives
Building positive, trusting relationships with children, parents and carers;
Liaising with teachers, the SENDCO and pastoral staff to coordinate support for pupils;
Supporting children returning to school following periods of absence;
Tracking attendance data and maintaining accurate attendance records;
Monitoring the impact of attendance interventions and reviewing progress;

Identifying and reporting safeguarding concerns in accordance with school procedures;
Working closely with the Attendance Compliance & Enforcement Officer and senior leaders to ensure attendance concerns are addressed appropriately.

If you are interested in applying for this position, please email a.lewis@wyvernschool.org to request an application pack. Please submit a supporting letter outlining your reasons and suitability for applying for this post.

Closing date for applications: 27/11/2026