

# Barnet Education and Learning Service



## Child Missing from Education Officer

**Maternity cover for 9 months**

**Barnet Education & Learning Service (BELS)**

**Closing date: 12pm on Friday 30<sup>th</sup> of January 2026**

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## Welcome to Barnet Education & Learning Service (BELS)

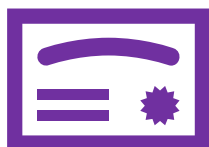
### About Us

<https://www.bels.org.uk/>

Barnet Education & Learning Service (BELS) is a local authority owned company responsible for providing Barnet Council's Education & Skills service to Barnet schools and settings.

The BELS Board of Directors has representatives from Barnet Primary Headteachers' Forum, Barnet Secondary Headteachers' Forum and Barent Parent-Carer Forum as well as Senior Leaders from the Council enabling a truly collaborative approach to decision-making and delivery which brings the best outcomes for Barnet's schools, educational settings, colleges, students, and young people. The Board of Directors also includes a BELS Staff Director in addition to our Chief Executive.

Along with statutory services, BELS provides a range of traded services to schools and settings, equipping them with the latest tools, training, and programmes to improve school standards and outcomes.



**95% of Barnet schools are good or outstanding and Barnet is now in the top 10% for almost all measures of achievement in schools and the top 5% for many of the measures.**

We are proud to play a part in creating resilient communities where pupils are high achieving and engaged by providing schools and settings with everything they need to help pupils reach their goals and achieve outstanding outcomes. We have highly experienced teams who stay abreast of new developments and best practices to empower teachers and governors in a changing world.

### Our Values and Behaviours



**Contact Officer: Louise Wilmshurst**  
**Department: Education Welfare Team**  
**Telephone: 0208 359 4132**

Dear Applicant,

**Post: Child Missing Education Officer- Maternity Cover**

Thank you for the interest you have shown in the above opportunity.

This Information Job Pack gives a full explanation of the role and working for Barnet Education and Learning Service (BELS). We are excited to learn what you can bring to BELS and Barnet's schools and settings. If you are passionate about delivering a high level of service, working in a dynamic and supportive team and making a difference then I encourage you to apply for the post.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://www.bels.org.uk/Recruitment/Barnet-Education-&Learning-Service-London)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

**The closing date for applications – 30/01/2026 at 12pm**  
**Interviews will be held – 03/02/2026**

If you would like to discuss this position on an informal basis, please contact me at: [louise.wilmshurst@barnet.gov.uk](mailto:louise.wilmshurst@barnet.gov.uk) or 0208 359 4132. Or if you would like to talk to someone else in our team please email: [EWT@barnet.gov.uk](mailto:EWT@barnet.gov.uk)

I look forward to receiving an application from you.

Yours faithfully

**Louise Wilmshurst**  
**Education Welfare Team Manager**  
**Barnet Education and Learning Service**  
2 Bristol Avenue, Colindale, NW9 4EW  
Email: [louise.wilmshurst@barnet.gov.uk](mailto:louise.wilmshurst@barnet.gov.uk)  
Tel: 0208 359 4132

**Job Title: Child Missing Education Officer**  
**Fixed term contract until 15<sup>th</sup> of November Term Time Only**  
**Hours: hours per week 36 (FTE)**  
**Salary: £ 33,471 - £ 36,340 per annum (pro rata)**  
**Expected Start date: Immediately**

This is an exciting opportunity to join our dynamic, friendly and supportive team that are dedicated to providing a high-quality service to schools and settings.

Successful candidates will be joining a creative and highly skilled team that is well-regarded and valued by schools and services across Barnet. You will benefit from a supportive senior leadership team committed to promoting the wellbeing of staff and work-life balance, ongoing training and development.

You will be the first point of contact for families, schools, and partner agencies. You will be a highly valued and important member of the team being responsible for the administration duties that keep the team running, you will be confident in data processing, report writing and sharing information with key agencies.

You will need to be enthusiastic, committed to the values of education and be able to organise your work efficiently and effectively. Full supervision and training will be provided.

For an informal discussion about the post please contact **Louise Wilmshurst, Education Welfare Team Manager 020 8359 4132.**

**The closing date for applications – 30/01/2026 at 12pm**  
**Interviews will be held – 03/02/2026**

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](https://bels.org.uk)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

*For more information about our team, you can view our local offer page here: [Barnet Local Offer :: Home / Info and Advice / How to get help / How specialist education services can help / Educational psychology / EP: Professionals Page \(thisisfocus.co.uk\)](#)*

Barnet Education and Learning Service is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. In addition, if this post is

likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.

We are committed to practising in ways that are equitable, anti-racist and culturally responsive and we welcome candidates who share this commitment. We have developed an equity and anti-racism policy which outlines our values and actions in this area including ongoing CPD and offering support to our school community. Recruitment of a diverse workforce that is representative of the community we serve is part of our ongoing commitment and is embedded in this policy and therefore, we welcome applicants who are underrepresented in our profession.

## Section A: Specific Role Profile

<b>Service:</b>	<b>Barnet Education &amp; Learning Service</b>
<b>Location:</b>	<b>Colindale Offices</b>
<b>Job Title:</b>	<b>Children Missing from Education Officer</b>
<b>Grade:</b>	<b>SCP 24-28 term time only</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Deputy Education Welfare Team Manager</b>

## 2.0 REPORTING ARRANGEMENTS

2.1 Reports to Education Welfare Team Manager and Deputy.

## 3.0 CONTEXT AND PURPOSE OF JOB

3.1 The essential purpose of the position is to ensure that children identified as missing from education are supported and tracked until they are admitted onto a school roll or identified as receiving an alternative provision. The reasons for children not accessing education are sometimes complex and varied, many different approaches and strategies are necessary in order that children and young people benefit from the education opportunities available to them. Much of this work will require the post holder to visit families in their home. The post holder will aim to Safeguard pupils' welfare by ensuring that they access education and raise standards through the inclusion of vulnerable pupils.

## 4.0 PRINCIPAL ACCOUNTABILITIES

### 4.1.1 WORK WITH THE SCHOOL ADMISSIONS TEAM

4.1.2 Respond to referrals from the School Admissions Team concerning pupils who do not successfully transfer from Primary schools into Secondary School.

4.1.3 Respond to referrals from The School Admissions Team concerning pupils who are of statutory school age but are not on a school roll.

4.1.4 Respond to referrals from The School Admissions Team concerning pupils who have been offered a school place through the In-Year Admissions Process but are not on a school roll.

## **4.2 WORK WITH FAMILIES**

- 4.2.1 Assess the circumstances, which may have led to a breakdown of school attendance and refer to partner agencies where appropriate.
- 4.2.2 Identify causes and significant factors, an understanding of which may assist in resolving the problem, via a EHA if appropriate.
- 4.2.3 Plan action with the child, family and school, involving specialist agencies, if necessary, aimed at re-establishing regular attendance.
- 4.2.4 Support the child and family in reviewing strategies within the home that can re-establish school attendance.

## **5.0 WORK WITH OTHER SERVICES AND AGENCIES, INCLUDING CHILD PROTECTION WORK**

- 5.1.1 Respond to referrals from colleagues within the National Children Missing from Education Network.
- 5.1.2 Respond to referrals from other agencies that have become aware of children missing from education.
- 5.1.3 Develop links with local refuges, health workers, voluntary and community organisations
- 5.1.4 Respond to referrals arising from Notify (Homeless families' database)
- 5.1.5 Attend and contribute to multi-agency meetings, TAF review meetings and child protection case conferences when appropriate. Regularly attend Pupil Placement Panel, presenting all cases of children without a school place to the panel. Respond to the actions identified by the panel.
- 5.1.6 Be familiar with child protection procedures and give advice to Headteachers and school staff on such matter.
- 5.1.7 Liaise with partner agencies such as Virtual School, Youth Offending Team, and Family Services.
- 5.1.8 Liaise with colleagues within the Education Welfare Team and work closely with the EHE Advisory Teacher for those cases where education is deemed unsuitable.

## **6.0 WRITTEN AND ADMINISTRATIVE WORK**

- 6.1.1 Update and maintain the CME Database
- 6.1.2 Initiate the School Attendance Order process and prepare detailed reports for the Court and for other purposes, by making use of available systems.



6.1.4 Undertake correspondence

6.1.5 Keep accurate and confidential electronic case files and ensure that any untraced children are uploaded to the S2S missing children database

## **7.0 LEGAL FRAMEWORK**

7.1.1 Issue School Attendance Orders in respect of parents who fail to register their children at school or make alternative arrangements for their children's education.

## **8.0 SUPERVISION, TRAINING AND DEVELOPMENT**

8.1.1 Prepare for and take part in regular supervision sessions with a senior colleague to discuss the high quality of delivery of an individual action plan arising from the Education Welfare Team Plan .

8.1.2 Attend Whole Service Meetings for the purposes of monitoring, evaluating and disseminating good practice.

8.1.3 Take part in identified training days.

## **9.0 PROMOTION OF CORPORATE VALUES**

9.1.1 Ensure standards of customer care are met in accordance with the Council's Statement of Values. To be aware of the Corporate Plan and how it drives the team objectives.

9.1.2 Ensure that a high level of confidentiality is maintained in all aspects of work.

## **10.0 FLEXIBILITY**

10.1.1 In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## **11.0 THE COUNCIL'S COMMITMENT TO EQUALITY**

11.1.1 To deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the council delivers.

## Section B: Person Specification

<b>Service:</b>	<b>Barnet Education &amp; Learning Service</b>
<b>Location:</b>	<b>Colindale Offices</b>
<b>Job Title:</b>	<b>Children Missing from Education Officer</b>
<b>Grade:</b>	<b>SCP 24-28 term time only</b>
<b>Post No.:</b>	
<b>Reports to:</b>	<b>Education Welfare Team Manager and Deputy</b>

<b>Post Requirements</b>	<b>Essential/ Desirable</b>	<b>Criteria</b>	<b>Assessed from:</b>
<b>Experience relevant To post</b>	E	Experience of working with young people	A/I
	E	Experience and understanding of the education system	A/I
	D	Experience of understanding of local government and other public services as they relate to children and families	A/I
<b>Competencies and Special aptitudes</b>	E	Good interpersonal and oral communication skills.	A/I
	E	Interviewing, assessment and negotiation skills.	A/I
	E	Able to demonstrate problem solving skills	A/I
	E	Understand the problems experienced by young children, especially those in crisis	A/I
	E	Able to work alone under own initiative	A/I
	E	Able to work as a team member	A/I
	E	Able to demonstrate a commitment to multi-partnership work	A/I
	E	Able to deal with stressful situations in a physically and emotionally demanding job	A/I
	E	Able to organise and prioritise work	A/I
	E	A high standard of literacy with the ability to produce clear concise written reports and convey information accurately	A/I
	E	Good administrative and record keeping skills	A/I
	E	High level of computer and word processing skills.	A/I

## Key Details

**Reporting to:** Louise Wilmshurst

**Contract:** Maternity cover of 9 months

**Salary:** £ 33,471 - £ 36,340 per annum (pro rata)

**Location:** Colindale

### **Annual Leave**

Not applicable as term time only post

### **Flexible and Hybrid Working**

This is full-time/term time only. Commitment to flexible and hybrid working.

### **Voluntary Pension Scheme – Non-Teachers**

Staff joining BELS can choose to contribute to a Pension Scheme and will become members of AVIVA – the Pension provider for BELS. Staff can contribute either 4.5% or 7% of their salary into the Scheme and BELS will match this. BELS is a private company of Barnet Council which has its own legal entity and terms and conditions which are different from Barnet's.

### **Please note:**

“BELS, as a Local Authority Controlled Company, is deemed by the Council to be an associate employer of Barnet Council and is therefore covered under the Modification Order. This means that any continuous service you currently have (within another local government service, or a school or any organisation signed up to the Modification Order) will be transferred with you into BELS”

It is a standard practice that prospective employees are offered the starting point of the pay scale and expect that staff would progress through the spine points on an annual basis. However, if there is a strong case to pay above the minimum of the scale, the Senior Management Team would consider the case.

## Application Process

**Closing date for applications: 30/01/2026 at 12pm**

**Interviews will be held on: 03/02/2026**

### Completing Application Forms

To apply for this post, you must complete an online **application form** available within the job posting under [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](#).

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

### Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered.

To apply for this post, please visit: [Recruitment | Barnet Education & Learning Service | London \(bels.org.uk\)](#)

If you need assistance, please email the BELS HR Team at: [hr.barnetbels@barnet.gov.uk](mailto:hr.barnetbels@barnet.gov.uk) quoting job title.

It is important that you complete ALL sections of the application form.

### Next Steps

If you are selected for interview, we will contact you by email and/or text message.