Britannia
Primary School and Nursery
Developing responsible citizens, confident individuals and independent learners

Family Liaison Officer

Fixed Term – Part Time

21 hours per week

SALARY: GRADE 4, SCP point 9-14 (£12,907 - £13,989 Depending on experience)

'Developing Responsible Citizens, Confident Individuals and Independent Learners'

We are seeking a caring, approachable and highly organised Family Liaison Officer to join our team. This is a rewarding role for someone who is passionate about supporting children and families, helping to remove barriers to learning and ensuring every child has the opportunity to thrive.

This is a fixed term post ending 31st August 2027, with potential to be made permanent. You will be working 21 hours per week, Wednesday - Friday, 38 weeks per year. Normal working hours are 8.30am to 4.00pm.

You will be working closely with pupils, parents/carers, staff and external agencies, you will play a key role in building positive relationships between home and school. You will provide support, guidance and practical assistance to families, promote attendance and wellbeing, and help ensure that children receive the support they need to achieve their full potential.

Qualifications and Training

Essential

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Evidence of relevant professional development relating to children, families, safeguarding, attendance, SEND, pastoral support or wellbeing.
- Commitment to undertaking further training relevant to the role.

Desirable

- Qualification in family support, childcare, youth work, education, counselling, safeguarding, attendance, SEND or a related field.
- Safeguarding training (Level 2 or above).
- Mental Health First Aid, ELSA, Thrive or similar pastoral support training. First Aid qualification.

We offer:-

- A large, successful school with enthusiastic children in a stimulating, friendly learning environment
- The opportunity to work with dynamic and forward-thinking staff
- A friendly, supportive working environment
- *Access to various professional development opportunities
- *We have supportive staff, parents and governors

School Roll: 625

Britannia Primary School and Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks required for relevant posts.

For further information and discussion regarding the post contact: ***Jo Masters 01473 728566, recruitment@britannia.suffolk.sch.uk***

Application packs are also available from the Trust website: https://www.oxlip.uk or by calling the HR Team on 01473 277250. **CVs are not accepted.**

Closing Date: 16th November, 9am

Interview Date: TBC