



Vacancy

Child & Family Support Worker and Portico Attendance Lead



Location

Friars Primary School and Nursery, Constable Way, Southend-on-Sea, Essex, SS3 9XX

Salary

Range: Level 7, point 21 to 27 £32,115 to £37,035 (actual salary £27,838 to £32,103)

Hours of work

37 hours per week, Monday to Friday 8.30am-4.30pm (with 36 minute unpaid for lunch)

39 weeks per year - Term time only plus INSET days.

Post holder needs to be able and willing to work when required during school holiday closure periods for ad-hoc essential meetings – e.g., court hearings, child protection meetings. Subject to overtime.

Start Date

1st September 2025

About the Role

We are looking to appoint a passionate individual who will work as part of our safeguarding team to work with children and their families.

The right person for this role will be committed to supporting families in a range of circumstances. A large part of the role will be based at Friars where they will be responsible for supporting the school in improving school attendance and driving new initiatives across the school to improve attendance and punctuality.

This person will also be the Attendance Lead for the Trust and required to work across all our schools to provide higher level Attendance support and guidance.

For further details of the role, please see the job description and person specification attached.

Do you:

- Have resilience when faced with a challenge?
- Work well as part of a team?
- Have a passion for working with children and their families to make positive changes?
- Have strong experience in both local safeguarding and attendance procedures?

If you answered yes to all the above and you want to join a friendly, dedicated team eager to expand further, then we'd love to hear from you.

Visits to Friars are welcome.

Post holder will be based at Friars; however, they will need to travel via own car to all schools within the Trust to effectively undertake role. This will generally be self-directed, but from time to time you may be requested to attend a particular school/site by SLT. You will not be permitted to claim expenses for travel between sites as this is deemed as part of the roles remuneration.

Closing Date: 5th June 2025 at midday

Interview Date: W/C 9th June 2025

We reserve the right to close this advertisement early if we receive a high volume of suitable applications or are able to fill the position faster than originally anticipated.

For further details or an application pack, please contact Director of HR, Mrs Rebecca Sanderson, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB.

Telephone: 01702 987890 ext 310

Email: recruitment@porticoacademytrust.co.uk

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Application Documents

Support Staff Application Form

Child and Family Support Worker and Portico Attendance Lead Job Description

Child and Family Support Worker and Portico Attendance Lead Person Specification

Application Email

Email: recruitment@porticoacademytrust.co.uk