

St. Paul's CE Primary School  
Heathside Grove  
Walkden  
M28 3NZ  
Tel: 0161 921 1120  
Headteacher: Mrs Joanne Rowley



## **Children & Families Officer**

**Grade 3C** - NEW scp 28 – 31 of the National Salary Scale

**Working Hours:** 36 hours per week, term time only + 5 days

**Contract Type:** Permanent

**Closing Date &:** Thursday 12<sup>th</sup> September at noon

**Shortlisting Date**

**Interview Date:** Thursday 19<sup>th</sup> September

**Start date:** November 2024 or sooner if possible

We are looking to appoint a dedicated, experienced, enthusiastic and creative person to join our team who can demonstrate a commitment to ensuring children make progress, are happy and stay safe in our school environment. The person appointed will join a supportive and hardworking team of professionals and must have experience of working in a school setting. The successful candidate must have high standards and expectations of both themselves and for the children in our school and their families.

What we would expect from you:

- To take a lead role in developing and implementing whole school safeguarding policies and procedures for Safeguarding and Child Protection.
- To be a named DSL for safeguarding and child protection including completion and overseeing of chronology and incident logs (CPOMS).
- Attend Strategy Meetings, Child Protection Conferences, Core Group Meetings, Child in Need and Team Around the Family meetings and ensure reports are prepared in advance and submitted on a timely basis.
- Lead on the coordinate of referrals, arranging action and reviewing services for our children and their families and its recording on CPOMS.
- Have experience of SIMS, CPOMS and other management systems.
- Be the lead person in charge of monitoring attendance and punctuality
- Be flexible on the working arrangements as and when the need arises.
- Conducting the school daily attendance calls, home visits and improvement strategies.
- Have excellent personal and communication skills.
- Have excellent English and maths skills and a good command of Standard English.
- Be a highly organised professional who works well as part of a different teams within school.
- Have excellent ICT skills.

We can offer:

- A supportive leadership team committed to staff development
- A dedicated and motivated staff team who strongly believe in team work and building positive relationships across the school
- Happy, enthusiastic and well-behaved children who enjoy coming to school
- Opportunities for further professional development
- Children who respond to passionate teaching
- Supportive governors and parents

Visits to the school are strongly encouraged and can be arranged by contacting the school office. Group visits may be arranged and further information about the school can be found on the school website [www.stpaulsce.co.uk](http://www.stpaulsce.co.uk)

Please pay particular attention to the person specification in completing the supporting information section in order to demonstrate your suitability to the post

- **Shortlisted Candidates will be contacted by email.**

The post is subject to enhanced disclosure in accordance with DBS procedures. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.