

*Breaking the Mould*



## **Sherwood Foundation School Family Liaison Officer**

**Salary: NJC Pay scale: Grade 4 to 5, Points 7 to 15, £27,388.27 to £30,733.16 (prorated)**  
FTE £32,070 to 33,987

**Contract:** Permanent, Full time (Term Time - 38 weeks) plus 3 weeks.

**Closing date:** Thursday 2 July at 12pm

Sherwood Foundation School is a Foundation Special School located in the London Borough of Sutton and made up of three campuses:

### **Sherwood Hill Campus**

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Sherwood Hill Campus is a specialist school for autistic learners aged 3–19 years who have multiple and complex barriers to learning, requiring high levels of support to access education and learning around their peers. Many of our learners may also have severe learning difficulties and/or struggle to maintain a regulated state for learning.

### **Sherwood Park Campus**

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Sherwood Park Campus is a specialist school for learners aged 3–19 years who have severe, multiple and complex learning difficulties and/or disabilities. This includes learners who have highly complex access needs resulting from their physical and/or health conditions. All learners require high levels of adult support to access learning.

### **Sherwood Manor Campus**

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Sherwood Manor Campus is a specialist school primarily for autistic learners aged 11–19 years who have moderate to severe barriers to learning. Most of our pupils can access a highly adapted formal learning environment with high levels of adult support. Some of our learners struggle to deal with the demands of an adult-led learning environment so may need a highly individualised learning offer to meet their academic potential.

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We have high aspirations for all our pupils and we pride ourselves on putting the child at the centre of everything we do. Our curriculum ensures that our pupils, who come from a wide range of backgrounds, have exceptional opportunities to excel and access exciting opportunities in school, and beyond school, to develop their physical, social and emotional well-being.

All staff are expected to work across campuses when required. Candidates are welcome to indicate a site preference on their application form; this preference should be based on where you believe your skills and experience best align with the needs of the learners.

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We are looking for a Family Liaison Officer (FLO) to work across the campuses at Sherwood Foundation School. The FLO will work in collaboration with all school staff, pupils and their parents/guardians, external agencies and others as necessary.

Be responsible for the organisation and delivery of high-quality support for vulnerable families and those in need of additional support. The role will encompass two key elements:

1.Improving outcomes for families by alleviating barriers to learning and improving communication and links between school and home.

2.Ensuring students are kept safe whilst at school under the support of the DSL and principal DSL. A key part of the role will be to act as Deputy Safeguarding Lead for Sherwood Park Campus/ Sherwood Hill Campus/Sherwood Manor Campus

If you feel you have the right skills and experience for this role and would like to apply, please submit your application form as per below:

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**TES website [www.tes.com](http://www.tes.com). Alternatively, please contact the SFS via email on [recruitment@sherwoodpark.org.uk](mailto:recruitment@sherwoodpark.org.uk)**

Please note applicants must demonstrate how they meet all sections and subsections of the person specification for this role. Although you will be employed by Sherwood Foundation School. If you could please specify a preference as to which campus you think you would be best suited to.

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### **Staff Benefits**

We know that to achieve our vision, it is our people who make the difference. We offer a competitive reward and benefits package:

- Enrolment in Local Government Pension Scheme
- Competitive Salary
- Access to Employee Assistance Programme via Vita Health Care Group
- Benenden Health - health care cash plan
- On-site staff parking (at two campuses)
- Comprehensive training and development opportunities
- Opportunities for career progression across three campuses
- Flexible working policies
- On site staff swimming sessions
- Access to school dinners
- Commitment to staff health & wellbeing

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### **Safeguarding Recruitment Statement**

Sherwood Foundation School is committed to equal opportunities, safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are made subject to receipt of a completed application, satisfactory references and an Enhanced DBS check

For an informal discussion about the post please contact Human Resources on [recruitment@sherwoodpark.org.uk](mailto:recruitment@sherwoodpark.org.uk)

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**Closing Date for Applications:** Thursday 2 July at 12pm

**Interviews:** Week commencing 6th July, 2026