

Family Liaison Officer (Safeguarding & Attendance)

Start Date: 1st Sept 2026

Salary: NJC Scale 6, sp 18-20 (pro rata)

Contract type: Full Time (Part Time considered)

Contract Term: Permanent

Do you have experience of, and enthusiasm for, supporting pupil's safety and wellbeing to overcome barriers to learning? Are you looking to join a highly committed and enthusiastic staff team at our supportive, dynamic and vibrant school?

This varied role is ideal for anyone hoping to make a positive impact on the lives of children by joining our safeguarding team. You will be actively engaged in supporting the safeguarding and wellbeing of our children and will take a key role in ensuring our culture of the highest levels of safeguarding is embedded throughout the school. If you have the skills and experience to build constructive relationships and work proactively with children and families to improve outcomes, this opportunity could be perfect for you. The successful applicant will join a talented and hardworking staff team, supported by a Head of School and Governors who are committed to fostering a culture of team-work, collaboration and professional growth. Energy, optimism and enthusiasm are essential in order to share our passion for 'growing brighter futures'.

The successful candidate will:

- Work closely with the DSL (Designated Safeguarding Lead) as a DDSL (Deputy Designated Safeguarding Lead) to ensure the highest standard of safeguarding and care are given to our students.
- Have a secure understanding about safeguarding and an up to date knowledge of KCSIE (Keeping Children Safe in Education)
- Have experience of supporting children to improve school attendance.
- Be able to coach, mentor and motivate families to understand the benefits of relevant activities
- Have the ability to work in collaboration with external agencies and professionals
- Have excellent organisational and administrative skills and able to prioritise effectively
- Have experience of maintaining accurate and up-to-date administration, reports and caseload records
- Be able to work as part of a team to identify and plan the support needed to address issues and prevent problems from escalating.
- Be up-to-date on your knowledge of local service provision for appropriate signposting and referrals.
- Be good at establishing positive and constructive relationships with pupils, parents and families
- Be a great communicator with good interpersonal skills

We offer:

- Wonderful pupils in a diverse and inclusive school with a real commitment to the community
- An enthusiastic and highly skilled staff team
- A commitment to on-going professional development to further develop your career with a dedicated Personal Growth Partner (PGP) to support and guide your career pathway
- A powerful ethos based on improving children's lives through outstanding education
- A deeply committed staff and Board of Governors, constantly striving for improvement and excellence
- Active and engaged parents and carers
- A genuine commitment to ensure a respectful work life balance and regular opportunities to socialise with colleagues

For an application pack, please email our HR Officer, Susan Riggs, to whom your completed application should also be sent via: HR@clapham-manor.co.uk or by telephone 020 7622 3919

Closing date: 12pm Wednesday 17th June 2026 (We do reserve the right to close this advertisement early if we receive a high volume of suitable applications).

Shortlisting and invite to interview: Thursday 18th June 2026

Shortlisted candidate interviews: Tuesday 23rd June 2026

School visits: Are essential and can be arranged via email or by telephone above.

Clapham Manor Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to safer recruitment practice and pre-employment checks, including an enhanced DBS check, will be undertaken before any appointment is confirmed.
Growing brighter futures