St. Mary's Primary School FLO & PFSA (permanent contract)

37 hours per week (Monday - Friday), term time only
Salary: £28,080 per annum (actual)

Start date – 4th January 2027

We are looking to recruit Family Liaison Officer (FLO) and Parent and Family Support Advisor (PFSA) term time only. In this rewarding role you will be part of a team that supports children and their families. The successful candidate will be given training, a comprehensive induction and be supported to thrive in an environment which promotes each staff member to be the best version of themselves.

Key duties:
To facilitate the educational partnership between home, school, wider school community and Local Authority, by building strong relationships and working together for the benefit of the child and the wider family. All staff commit to the safeguarding and promoting of the welfare of children and young people.

- Lead weekly Pastoral Meetings with the Senior Management Team, highlighting children and families facing challenges, and use a solution focused approach to support them.
- Attend meetings in school with families, as well as any other relevant meetings with external agencies, such as Team Around the Family meetings.
- Meet with school staff, pupils and parents to identify challenges and problem solve together.
- Complete administrative tasks such as writing up case notes, sending letters to parents, preparing school reports and building an evidence base of intervention.
- Supporting the Attendance Lead.
- Coordinating Individual Health Care Plans for pupils with medical needs.
- Any other reasonable duties as required by the Head Teacher.

About our Benefits:
As a Somerset Council employee working at St. Mary's CEVC Primary School, you can access a wide range of staff benefits. These include:

- Pension scheme
- Access to a Cycle to Work Scheme
- Access to a wide range of staff benefits to support your physical and mental wellbeing
- The Somerset Council 'My Staff Shop' will give you access to thousands of discounts, savings and deals for some of your favourite places!

Visits to our school are welcome.

All applications should be submitted using the Somerset Council application form. Application forms can be downloaded from our school website:
https://www.stmarysbridgwater.co.uk/page/?title=Vacancies&pid=23
Please email completed application forms or any queries to office@stmarysbridgwater.co.uk

Closing Date: Noon on 20th November 2026
Interviews: Wednesday 25th November 2026

Our school is committed to safeguarding and promoting the welfare of young people and expects all staff to share in this commitment. Any offer of employment will be subject to an Enhanced DBS check and employment references.