

**Family Support Worker**

Grade: 6 SCP 11 - 19

Salary: £27,269 - £31,067 pro rata

Term: Part time / Term time + 1 week / Variable hours

No of Posts: 1

Effective from: 01 September 2025

Hours: 32.50 per week

Closing date: 12 May 2025

Proposed Interview 22 May 2025

date:

Location: Holly Grove School, Burnley Campus, Barden Lane, Burnley, BB10 1JD

Tel 01282 953710

Holly Grove school is a primary school (2 – 11 years) for pupils with generic learning difficulties.

The school would like to appoint an enthusiastic, flexible and committed member of staff to join our busy Family Support team. You will have to have excellent communication skills as you will work in partnership with school colleagues and community partners to provide a personalised, whole family focussed response to meeting the needs of identified children, young people and families.

A flexible approach to work is essential due to the nature of the role. You must also be able to work independently or as part of a team and must be able to organise and prioritise your work.

The post is subject to enhanced DBS checks.

Holly Grove School is committed to safeguarding and promoting the welfare of children and expects staff to share this commitment.

Please note that in line with the Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates.

The successful candidate must be committed to sustaining regular attendance at work.

This position is part time, term time plus 1 week and is a variable hours contract. Maximum 32.50 hours / minimum 16.00 hours per week. Hours will be agreed subject to the needs of the school. The current requirement is for 32.50 hours per week.

Please note the salary shown is the full time / full year equivalent. If successful, the salary paid will be on a pro rata basis

**Essential Experience:** Excellent communications skills with both children and adults

The ability to plan ahead, organise and prioritise own workload

Experience of working with partner agencies in achieving shared goals

Excellent IT skills including a good knowledge of Microsoft Word

An understanding of confidentiality and safeguarding

**Desirable Experience:** Experience of working with children with SEN within a school setting

Experience of working in a busy office environment

Experience of Child Protection recording platforms, such as CPOMS

An understanding of GDPR

**Essential qualifications:** Professional/academic level 3 qualification or equivalent

**For an informal discussion please contact:**

The Family Support Manager by email on [n.barrett@holly-grove.lancs.sch.uk](mailto:n.barrett@holly-grove.lancs.sch.uk) or ring the school on 01282 953710

The application form **must be** completed electronically and returned by email to [J.Thresh@holly-grove.lancs.sch.uk](mailto:J.Thresh@holly-grove.lancs.sch.uk)

**NB: CVs are not acceptable**