

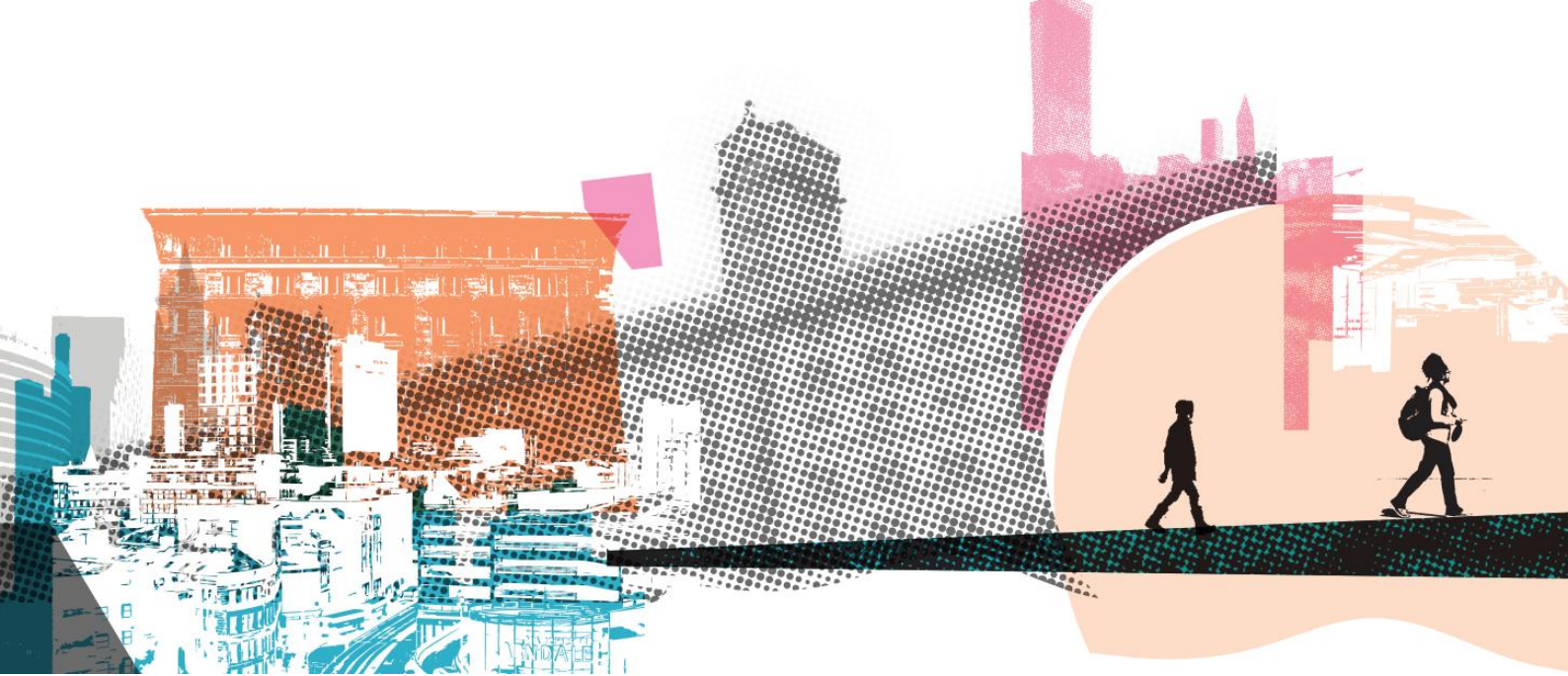
THE BIG LiFE GROUP

 **BigLife**
Schools



Family Support Worker/Administrator

This job changes lives



About The Big Life Group

The Big Life Group's mission is to fight for equity, in health, in wealth and in life. We are a social business delivering a range of services across the North of England, covering everything from mental and physical health, addiction and criminal justice, to housing, education, family support and much more. What links them together is the way we work – The Big Life Way.

We always stand shoulder-to-shoulder with people, working with them on the things that matter most to them. Everything we do is designed and informed by the needs, priorities and strengths of people and communities.

Our values

- **Courage:** We stand up for ourselves, and the people and communities we work alongside, even when that makes us unpopular, or challenges accepted wisdom.
- **Creativity:** We find innovative solutions that work, never accepting the easy option or the status quo.
- **Honesty:** We act with integrity, speaking the truth to ourselves and others.
- **Inspiration:** We are inspired by the people and communities we work with and share what we learn from them to inspire others.
- **Thoughtful:** We act with care and compassion and work to understand people's experiences. We take time to listen, reflect and continually learn.
- **Valuing difference:** We recognise and celebrate the unique qualities, gifts, insights and perspectives that different people offer.

Working at Big Life Schools

Big Life Schools is a Multi-Academy Trust which functions as part of the wider Big Life Group, and we share those group-led values within our school communities. At Big Life Schools, work is more than a job – it's about standing shoulder-to-shoulder with people and communities, making a difference every day. We fight for equity in health, in wealth and in life, and that commitment starts with our staff.

Be yourself

We want you to feel safe, respected and able to bring your whole self to work. Difference is celebrated here, and our staff networks - from menopause to neurodiversity, LGBTQI+ and more - create space to connect and support each other.

Benefits that matter

We offer more than a payslip - you'll find wellbeing support through LifeWorks, Simply Health and mindfulness sessions, your birthday off, and regular learning opportunities. Everyday perks include Blue Light Card discounts, savings schemes, cycle-to-work, free eye tests and more - little extras to make life easier inside and outside of work.

Recognised as outstanding

We're proud to be ranked by Best Companies as one of the UK's outstanding places to work, with a two-star accreditation in 2024.

Support and progression

We work with all our teaching and support staff to explore ways of reducing workload and improving wellbeing. When joining our schools, you can expect a range of support from senior leaders, who operate a coaching model, and from our dedicated curriculum and wellbeing leads. **If you're looking for more than a job - if you want to be part of a team that's bold, creative and relentlessly committed to equity – then Big Life could be the place for you.**



Job Description: Family Support Worker/Administrator

The basics

Salary

£28,142 (NJC Scale 11)

Hours

Full-time and permanent, term time only.

Annual leave

School holidays

Base

Longsight Community Primary School

Line manager

School Business Manager

Closing date for applications: Monday 29 June, 3pm

Interviews: Tuesday, 7 July

What you'll be doing

As our Family Support Worker, you will work as part of the school team to support pupils and their families who may be experiencing difficulties. You will work in both a preventative way (with what are known as level 1 and 2 families) and support families who have a higher level of need (levels 3 to 5) in accordance with Manchester's Early Help strategy.

You will carry a caseload of pupils where there are safeguarding concerns and where pupils are at risk of their needs escalating without intervention. You will also work with the senior leadership team to support and implement attendance strategies.

Meanwhile, you'll also have an administrator role, providing comprehensive administrative and financial support to the school.

Main duties

- Be a link between home and school, fostering and supporting good relationships to enable families to receive the support they may need.
- Carry a caseload of families who require more in-depth support to either reduce levels of need or prevent them from escalating.
- Work with families and pupils where there are safeguarding concerns and issues and to provide intervention and support and liaise with other key agencies.
- Support the attendance of pupils where there is cause for concern.
- Support the planning and delivery of Early Help Assessments and, where appropriate, co-ordinate the team around the child meetings.
- Undertake direct work with individual children and young people to find practical solutions to a range of issues.
- Build and maintain robust relationships with partners such as the Early Help hubs, Family in Need service, Social Care, Health, CAMHS and so on.
- Ensure compliance with health and safety regulations in line with Big Life's policies and procedures.
- Have a good understanding of risk and be able to respond appropriately to incidents.
- Demonstrate the ability to organise multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority.
- Maintain the agreed monitoring and evaluation processes, which improve and develop services for families.
- Remain informed of current thinking in relation to professional conduct and practice.
- Provide general clerical and administrative support, for example, photocopying, filing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence
- Maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure deliver of a high level administrative service
- Process purchase orders and oversee deliveries.
- Produce lists, information and data as required, for example, pupils data and to maintain and collate pupil reports
- Assist with school administrative duties relating to exam invigilation where appropriate.
- Arrange meetings and events and take notes at meetings to a high standard
- Undertake routine administration of school lettings and other uses of school premises
- Administer school registration procedures in line with statutory requirements

Work-related expectations

1. Work within The Big Life Group's mission, values and ethos.
2. Contribute to the development of The Big Life Group and Big Life Schools Trust.
3. Work in accordance with all Big Life policies and procedures, particularly safeguarding, health and safety and information governance.
4. Commit to personal development and attend required training.
5. Work in line with all relevant legislation and statutory frameworks.
6. Participate in regular supervision and appraisal.
7. Undertake any other duties appropriate to the role.

About Longsight Community Primary School

Big Life Schools currently has two primary schools within Manchester, each with an attached nursery: Longsight Community Primary School (Longsight) and Unity Community Primary School (Cheetham Hill).

Longsight Community Primary is a single-form entry primary school which has been serving the richly diverse community of Longsight, Manchester since 2013. Longsight is part of the multi-academy trust Big Life Schools, which shares the vision and values of The Big Life Group.

Build on the shared premises of Longsight Nursery and Longsight Family Hub, our building offers a seamless provision for local families and children aged 0-19. Our primary school has over 210 pupils aged 4-11, coming from many different countries and speaking 16 different languages.

Our pupils are happy children who enjoy school, and we encourage them to have the best possible start in life. We recognise communication and language are the foundation of children's attainment and have worked hard to become a Voice 21 Oracy School of Excellence.

Diversity, respect and tolerance are at the core of our school identity, and our vision is to be a truly inclusive community school that meets the needs of all children.

Candidates are encouraged to visit the school and discuss the position with a member of our Senior Leadership. Ring 0161 241 0530 or visit www.longsightcp.com for more information.

Big Life Schools is committed to safeguarding children and vulnerable adults. The post is subject to an Enhanced DBS with a check of adults barred list and is exempt from the Rehabilitation of Offenders Act 1974

Person Specification: Family Support Worker/Administrator

The successful candidate will be able to demonstrate that they meet the following points, either in their application, at an interview or through taking part in a test.

Experience

- Experience of working with children, young people and families in a child protection or safeguarding and support context.
- Experience of administration work in or out of a school setting.
- Experience of working to an action plan.
- Experience of multi-agency meetings.
- Experience of supporting individual families at home or in settings, and affecting change.
- Experience of delivering group work sessions.

Skills

- Work independently, using own initiative appropriately within defined boundaries of work.
- Good verbal and written communication skills and an ability to communicate with a diverse range of people.
- Maintain family records to a high standard in accordance with recording with care.
- Able to engage and encourage participation of children, young people and families.
- Able to make effective decisions on a day to day basis, taking ownership of decisions, demonstrating sound judgement and escalating issues where necessary, be logical in thinking and explain reasoning behind decisions or actions taken.
- Good level of literacy and IT skills to produce letters and other documentation.

Knowledge

- Understand family dynamics and how parenting affects the development of the child.
- Understand confidentiality and adhere to relevant policy and procedures.
- Thoroughly understand safeguarding children, young people and vulnerable adults.
- Understand and adhere to health and safety and lone working policies and procedures.
- Understand service delivery issues in a multi-agency, multi-disciplinary context.
- Understand Early Help Assessments.
- Understand the basic principles of the Children's Act 2004 and relevant childcare legislation.

Education and training

- Minimum of NVQ Level 3 (or equivalent) qualification in working with children, families and young people, or in health and social care.
- Training related to safeguarding, domestic abuse, and substance misuse.

Personal

- Confident in working in stressful situations.
- A commitment to anti-discriminatory practices in employment, training and service delivery.



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in health, in wealth and in life.