



St. Matthew's Catholic Primary School

Queen's Drive, Liverpool, L4 8UA Tel / Fax: 0151 226 1871

Head Teacher: Mrs C Sime

Family & Pupil Support Officer

NOR: 414

Grade: NJCJE Grade 5 Point 17-24

Actual Salary: FTE £24, 981 - £29, 245

Contract Type: Permanent

Contract Term: Full time

Start Date: Monday 25th April 2022 or as soon as possible

About the School

Mission Statement "Through respect we will work together in Christ to develop the whole person".

The governors wish to appoint an enthusiastic, committed and flexible member of staff to join our Pastoral Support team, in our two-form entry primary school in Clubmoor. We have children aged from 4 to 11. You must share our belief that every child can succeed, be an excellent role model for children and will be able to support the strong Catholic ethos of our school. As the successful candidate, you must be able to build effective relationships with pupils, parents/carers, staff and third-party support agencies.

About the Role

The successful applicants will:

- Ensure that safeguarding the welfare of our children is of paramount importance
- Be knowledgeable and skilful in ensuring children's mental health and wellbeing is supported
- Be passionate about working with children
- Have high expectations and a commitment to raising standards & enjoy working in a strong team environment.

We can offer:

- A friendly and welcoming family school, where we work together for the good of our community.
- Wonderful children, appreciative and supportive families
- A supportive Leadership Team and Governing Body
- A warm, enthusiastic, highly committed and supportive staff



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Personal Qualities

The job description and person spec are detailed and there are specific skill sets asked for this demanding and important role.

How to Apply

Applicants should submit their application form, with a supporting letter, outlining their suitability to fulfil the requirements of the person specification. Successful candidates will go on to interview.

Our school is committed to safeguard children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check.

This post is exempt from the Rehabilitation of Offenders act 1974, and candidates invited to interview must disclose any relevant criminal history, unless it is regarded as 'spent' and are protected Application packs are available from our website <https://matthews.school/>.

If you have any additional queries, please contact Tracy Latham, School Business Manager.

Closing Date: End of day – Monday 7th March 2022

Short Listing Date: Tuesday 8th March 2022

Interview Date Wednesday 16th and Thursday 17th March 2022

Start date: Monday 25th April 2022



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