

October 2018

Dear Applicant

**Re: Family Liaison Officer, The Weald School**

Thank you for expressing interest in the position of Family Liaison Officer at The Weald School. We are looking for a proactive and well organised individual to join our highly efficient team as soon as possible. Responsible for all administrative aspects of the student attendance process, you will ideally have previous experience of a similar role. Most important however will be your ability to demonstrate that you have the initiative, organisational skills and resilience for this key role.

Your normal working hours will be 8.30am - 2.00pm, including a break, Monday to Friday. Owing to the nature of the role, and the need to undertake home visits, we require an individual to occasionally work flexibly and there may be times when you will be required to start or finish outside of your normal working day. You will also be required to work for 2 weeks during INSET days and school holiday periods. Any work carried out in excess of contracted hours attracts either time off in lieu or an overtime payment.

An application form should be completed for this post, and when completing the Additional Information section of the form please:

- Outline the experiences you have had to date that have prepared you for this post.
- Describe the skills and strengths which you will bring to the school.

You should email your completed application form to [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk), or send by post to me at the school address.

The closing date for applications is **10am on Monday 29th October 2018**, and interviews will be held shortly afterwards. Please note that due to limited resources at the school, we will only contact you if you have been shortlisted for interview, so if you do not hear from us by 2 weeks after the closing date you should assume that your application has been unsuccessful on this occasion.

We very much look forward to receiving your application form. Should you have any queries relating to this post please do not hesitate to contact the Business Manager, Kate Truss, on 01403 787200.

Yours faithfully



Mr P Woodman  
Headteacher