



Family Liaison Officer

High Ash CE Primary School

Contract Type:	Permanent contract
Start Date:	February 23 rd , 2026 (after Feb half-term) or as soon as possible, subject to notice periods where applicable and receipt of Safer Recruitment Pre-employment checks
Working Hours:	Part Time – 28 hrs per week Mon, Tues and Fri 8.30am – 1.30pm; Wed and Thurs 8.30am-3.30pm Term Time only plus inset days (39 weeks per year)
Salary Range:	Bucks Pay Range 3 ISN 16-20 (current FTE £28,129 - £30,174).
Closing Date:	Midday, Friday 9 th January, 2026
Interview Date:	Thursday 22 nd January, 2026

About the role

Our pupils are at the heart of this role – whether checking their attendance each day to ensure they're in school ready to learn, building positive relations with parents/carers to encourage family involvement in their child's attendance, or being a welcoming face to children and families new to our school. The school's office is a busy and varied environment responsible and this role is the primary link between school and parents/carers.

Key duties are to:

- Maintain the school's attendance monitoring system (via Bromcom)
- Identify pupils that need additional support to improve their attendance and work with school leaders to identify appropriate interventions
- To act as primary contact for existing and prospective families joining the school
- Working the office team to deliver home-school communications
- Provide an efficient, effective and professional admin support across the whole school

Please see attached Job Description for full details of the role.

About You

We are looking for someone who is professional, enthusiastic, hardworking, trustworthy, conscientious, adaptable and energetic. Please see the attached Person Specification for a full list of requirements.

Overall, the successful applicant will have experience of working in an office environment, with strong customer service, computer and organisational skills, and awareness of the need for confidentiality and discretion when handling sensitive information.

About us

High Ash C.E. Primary School is a vibrant, successful and friendly primary school for children between 4 – 11 years. We firmly believe that every child has the right to be amazing and reach their full potential, no matter what their starting points. Our focus is on providing high quality learning opportunities for every child and to develop their emotional well-being through focusing on the core values that are at the heart of our school's ethos.

We offer breadth of experience in the arts, music, sports and computing whilst also ensuring that the children continue to excel and progress in the core skills of reading, writing and maths.

School Address: High Ash C.E. Primary School, Pound Hill, Great Brickhill, MK17 9AS

Office Tel: 01525 261620
Email: businessmanager@highashschool.co.uk
Website: www.highashschool.co.uk

Other Information

Please read the job description and person specification. If you feel you meet the requirements, please complete the application form and submit it to the school either by email or by post.

We are looking for someone to start as soon as possible after interview date – subject to notice periods required (if applicable) and receipt of Safer Recruitment Pre-employment checks (including references, DBS, Right to Work in the UK).

Whilst visits to the school are encouraged and warmly welcomed. Any applicants wishing to visit the school are therefore required to arrange a visit. If you have any questions about the role please contact our School Business Manager on businessmanager@highashschool.co.uk.

High Ash CE School is committed to safeguarding children and promoting the welfare of children. An enhanced DBS and qualifications check will be carried out upon appointment of the successful candidate. More information, including our Safeguarding statement and Child Protection policy, can be found on our website www.highashschool.co.uk

Available documents

- Application form
- Person specification
- Job description