



**Vacancy for:** Family Liaison / Attendance Officer  
**Salary:** Actual Salary £28,198 for 39 weeks  
**Employment type:** Permanent, term time only  
**Hours:** 8:00am – 4:00pm or 8:30am to 4:30pm  
**Date of commencement:** September 2026 or as soon as possible thereafter

---

**Mill House School is a vibrant and nurturing independent day school located in the beautiful village of Meriden, Solihull. We specialise in supporting young people aged 11–19 who find large group settings challenging and who thrive in a more personalised, alternative approach to education.**

All our pupils have an EHCP, and most are diagnosed with autism, so our small, close-knit environment is carefully designed to meet their individual needs. With a strong focus on personal growth, emotional wellbeing, and academic achievement, we empower every student to flourish at their own pace.

At Mill House, learning extends beyond the classroom. We offer a broad curriculum that leads to meaningful qualifications, preparing students confidently for their next steps into further education, training, or employment. Our small size allows us to build deep, trusting relationships with each young person and their family. We don't just teach — we nurture potential, build confidence, and create lasting change.

Our staff team is at the heart of what makes Mill House special — caring, collaborative, and passionate about making a real difference every single day. We believe in supporting our staff as much as we support our students, offering regular professional development opportunities, and a genuinely positive, welcoming environment where everyone's contribution is valued.

If you are passionate about working in a school where relationships are central, where creativity and positivity are encouraged, and where the impact of your work is truly visible, then Mill House School could be the perfect place for you. Join us and be part of a community where every day is an opportunity to change lives for the better.

#### **OFSTED rating - Good**

*'Staff create a sense of togetherness that permeates through the whole school. This makes school a safe place where pupils grow in confidence, behave well, work hard, and learn lots' (OFSTED, July 2022)*

*'The school is aspirational for all pupils. It has high expectations of what they can achieve academically. The personalised curriculum supports pupils to succeed in their learning. As a result, pupils achieve well and are extremely well prepared for the next stage in their education.'*

*'Pupils arrive at Mill House School with a sense of purpose, excitement and eager to learn.' Ofsted, June 2025*

---

**Job Purpose:**

Due to the expansion of our popular, growing, and successful school, we are looking to appoint an empathetic and proactive Family Liaison Worker / Attendance Officer to join our team at Mill House School. We are seeking candidates who are passionate, hardworking, enthusiastic, and flexible in their ability to support good attendance and improve outcomes for our learners. This is an excellent opportunity to join the school and support our drive to become outstanding.

**About you:**

If you are enthusiastic, and passionate about improving outcomes for vulnerable children, and will strive to provide excellent results, we would like to hear from you.

**Why work for us?**

Mill House School offers the opportunity to join a strong and experienced team, with excellent prospects for professional development through a wealth of CPD opportunities.

**What We Offer:**

At Mill House School, we know that great staff make a great school, and we value and invest in our team. In return for your dedication, we provide:

- A low marking workload – Our systems are designed to reduce unnecessary marking, allowing you to focus on meaningful teaching and pupil support.
- No exam factory mentality – While academic progress is important, our priority is the whole child, with a balanced approach to learning, wellbeing, and personal development.
- Small class sizes that allow for meaningful relationships with pupils.
- Early finish on Fridays – students leave at 1:30 pm, allowing dedicated time for CPD and staff development.
- A calm, nurturing working environment where staff feel valued and supported.
- Access to animals on-site, including emotional support dogs, creating a therapeutic and relaxed atmosphere for both pupils and staff.
- Free tea and coffee throughout the day, because we know the little things matter!
- A highly competitive salary structure.
- A workplace pension scheme through Smart Pension.
- Additional dedicated time beyond PPA for staff coaching and personal growth.
- Onsite access to a wellbeing lead for staff support.
- Free onsite parking for staff.
- Regular CPD opportunities to support your career growth.

We seek highly motivated and committed individuals who:

- Have a genuine empathy for the challenges our pupils face and a strong desire to make a difference.
- Are adaptable, resilient, and solution focused.
- Demonstrate excellent communication and interpersonal skills, with the ability to build trust and rapport.
- Are organised, proactive and solution-focused in supporting attendance and engagement.
- Are resilient, adaptable and able to manage sensitive situations professionally.
- Thrive as part of a supportive and collaborative team.
- Have experience working with pupils with autism and high anxiety (desirable).
- Are IT literate and confident in maintaining accurate records and communication systems

Interested candidates are very welcome to visit the school.

Please send completed applications to [c.fyfe@millhouseschool.co.uk](mailto:c.fyfe@millhouseschool.co.uk). CVs are not accepted.

***Mill House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and contractors to share this commitment. Safeguarding is everyone's responsibility. You will be expected to engage in annual safeguarding training along with regular safeguarding updates, know and follow statutory guidance and abide by school policies and procedures.***

***The successful applicant will be required to undertake safer recruitment checks including online searches and a criminal record check. You will be asked to complete a criminal self-declaration form. Any offer of employment is subject to receipt of a satisfactory enhanced DBS check and satisfactory references in line with the need to create and maintain a safe culture in our recruitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.***

***A copy of our Child Protection and Safeguarding Policy and Recruitment of Ex-Offenders Policy is on our website.***

**Deadline for submission:** Noon on Friday 3<sup>rd</sup> July 2026

**Short-listing:** Noon on Friday 3<sup>rd</sup> July 2026

**Interviews:** Tuesday 7<sup>th</sup> July 2026