



Parent Support & Welfare Officer for September 2026

1 year fixed-term with a view to extend

Hours: 32.5 hours per week, term-time only

Monday to Friday, 8:30am – 3:30pm (half an hour lunch break))

PayScale: Scale 5

Grafton Primary School is an outstanding school which takes pride in being inclusive. We have high expectations of both children and staff and are committed to providing a safe, nurturing and inspiring environment where every child can thrive. We are looking to appoint a caring, organised and dedicated **Parent Support & Welfare Officer** to join our friendly and supportive team.

The successful candidate will support children, families and the wider school community by strengthening home-school relationships, promoting pupil wellbeing and providing guidance to families. Working with the safeguarding team and external professionals, you will help support vulnerable pupils and contribute to a safe and inclusive environment.

The role will also include supporting the school's medical and first aid provision, maintaining health records and ensuring pupils' welfare and medical needs are met.

Key Responsibilities

- Build positive and trusting relationships with parents, carers and families.
- Provide pastoral support, guidance and early help to pupils and families.
- Support attendance, engagement and wellbeing initiatives.
- Work alongside the safeguarding team to identify and support children requiring additional help.
- Signpost families to relevant services and external agencies.
- Conduct workshops/ training for parents and carers
- Maintain accurate welfare and confidential records.
- Support first aid provision, medical needs and medication procedures.
- Maintain medical records, care plans and health information.
- Liaise with parents, healthcare professionals and external services.
- Promote a safe, healthy and inclusive environment for all pupils.

We are looking for someone who:

- Has experience working with children, families or in a support-based role.
- Is approachable, compassionate and able to build positive relationships.
- Understands safeguarding, confidentiality and child wellbeing.
- Has excellent communication and organisational skills.
- Can manage sensitive situations calmly and professionally.
- Is committed to making a positive difference to children and families

Experience of working in a primary school, family support, pastoral or healthcare environment would be desirable. A first aid qualification is essential, or the successful candidate must be willing to undertake appropriate training.

We can offer:

- A friendly and supportive school community who value staff at all levels and invests in people
- Passion and commitment to inclusive education
- Support during and after an induction period
- Excellent opportunities to continue your own professional development
- Free 24/7 access to Employee Assistance Programme to help maintain a healthy work-life balance
- A dynamic working environment and helpful staff in our friendly, outstanding school

We are a very inclusive school and would welcome applications from people with experience of working with children with additional needs or with Thrive experience.

For further information about the role or to arrange a visit to the school please email vacancies@grafftonprimary.co.uk

The application pack is in the link <https://www.grafftonprimary.co.uk/vacancies>

Closing date for applications is **27th August 2026**

Interviews will take place on week beginning the **7th September 2026**

Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a fully enhanced DBS check and social media checks.