



## **Family and Community Support Assistant**

**Holy Trinity Church of England Primary School**

**Somerset Grade 11 point 20 Actual Salary £28,191**

**37.5 hours per week**

**Monday to Friday 8.30 to 4.30 (1/2-hour unpaid lunch break)**

**38 weeks per year**

**Fixed term to 31.08.2026 initially (possible opportunities to extend)**

**Start date ASAP**

The Academies for Character and Excellence has twenty Primary Schools making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, equity, and of course uncompromising excellence.

We are truly collaborative, and we work together within, and across, our schools to ensure that all our children and members of staff achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our every-day practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

Our value of equity leads us to want the very best of every child and every member of staff. The Academies for Character and Excellence believes in 'Personal Growth for All' and we are committed to tackle inequalities and overcome disadvantage, and to provide bespoke opportunities for professional learning for all.

We have a vacancy within our support team for a Family and Community Support Assistant and are looking to appoint an exceptional candidate for Holy Trinity Church of England Primary School:

- To undertake the day-to-day safeguarding duties of logging and monitoring safeguarding issues on My Concern; directing and supporting teachers to attend and record TAF and TAC meetings and, where appropriate, attend child protection review meetings and Court hearings. To meet with external professionals (such as Educational Engagement Officers, EBSA workers, Educational Psychologists, therapists, health visitors and social workers, etc).

- To signpost families to external support agencies, such as FIS, PFSA, Citizen's advice, Health and Social Care, parenting support, etc.
- To make Early Help referrals as needed where concerns are beyond school level support.
- To develop the in-school community through the support, oversight and training of school chaplains, school ambassadors and house captains to develop a cohesive school community where all children feel they belong and play an important role as members of the Holy Trinity family.
- To develop strong links with the wider community beyond the school gates to ensure the reputation and influence of the school (eg church groups, parenting support, charities, etc).

We welcome applications from highly motivated individuals who will work effectively as part of our excellent team and contribute to wider school life, building positive relationships with all members of our community. We are looking for applicants who are dedicated to making a difference to children's lives and to ensure every child has the opportunities they deserve

Applicants must be comfortable working in a Church School environment, for example, be comfortable with the Worship programme, be open to faith issues discussed and at all times uphold the Christian ethos and distinctiveness as exemplified by the Church of England's 'Vision for Education' document.

Applications are very welcome from those of the Christian faith as well as other major World faiths - and of none.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance is required for this post.

For further information, please email Andrea Johnson HR Advisor [andrea.johnson@acexcellence.co.uk](mailto:andrea.johnson@acexcellence.co.uk)

If you would like to visit the school, please contact the school directly to arrange on **01823 284128**.

An application and equal opportunities form is available to download from our website <https://www.acexcellence.co.uk/ace-trust-vacancies> Applications must be completed and emailed to [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk) by **9 am on Monday 15<sup>th</sup> September 2025** with interview date **Wednesday, 17<sup>th</sup> September 2025**.