



SAFEGUARDING & ATTENDANCE MANAGER

**Grade 11 Scale 38-43 £47,754 - £52,805
37 hours per week, all year contract.**

Required for April 2025

The Lighthouse Federation and Governors wish to appoint a highly committed, hardworking and motivated individual to join our Central Team. This is an exciting post with the chance to lead Safeguarding and attendance across the Federation. The successful candidate will work closely with the Chief Operating Officer and will be a key member of the Federation's Team.

The Safeguarding and Attendance Manager will join us in the Central Team to operate as the organisational expert, lead in all safeguarding areas and oversee Attendance across the nine schools within the Federation. This role presents a fantastic opportunity to work in a supportive environment to influence decisions on safeguarding, attendance and related risks that makes a difference to children and families of the Federation.

Within this high-profile role, you will be expected to provide advice, guidance, training and support to ensure the effective management of our safeguarding policies and procedures. As part of your work, you will have regular interaction with individuals across the federation, including senior stakeholders. You will also oversee safeguarding governance arrangements including reporting to the Executive Board.

To succeed in this post, you will be a naturally resilient person, with plenty of prior experience in a similar safeguarding or policy/procedural role. Your significant knowledge will mean you are confident in implementing new policies and procedures, and able to make quick decisions with conviction. With your background in a similar working environment, you'll be able to spot people at risk, and challenge perceptions whilst remaining assured.

The successful candidate will also be able to demonstrate the highest standards of pastoral care and be able to extend this to our children. You will report directly to the COO and be a member of the Leadership Team.

What do we need:

The COO and Governors are seeking to appoint a Safeguarding and Attendance Manager to work across our 9 schools with a clear vision for the schools who have and to oversee school Attendance:

- be able to drive or communicate to our 9 schools and the Federation Central Team office in Willenhall
- drive, energy and enthusiasm to further develop these flourishing schools
- the passion and commitment to maximise the potential of each and every child in school
- the ability to work in partnership and forge strong links with parents, staff, governors and the wider community
- the confidence to maintain a strong presence in the school and preserve high standards

We can offer you:

- a positive, caring and welcoming environment
- happy children who are well-behaved and willing to learn
- experienced, friendly and skilled staff who are committed to raising achievements ensuring the children develop into lifelong learners
- an active and supportive governing body
- a pleasant and well maintained site

The Lighthouse Federation are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

An online search will also be carried out as part of due diligence on all short-listed candidates.

Further information and application packs are available from www.lighthousefederation.com
Email completed application forms to info@lighthousefederation.com

We encourage you to visit our wonderful central team federation office – email lbrown@lighthousefederation.com

Closing date for applications: Friday 7th February 2025

Informal discussions with COO – Tuesday 21st – Tuesday 28th January 2025

Interviews: W/C 24TH February 2025