



School Recruitment Advisor, Home Based with some travel to London and schools
29.6 or 37 Hours per Week, term time only
Grade 3 (lower): £26,949- £29,573 per annum + £480 homeworking allowance (pro-rata)
12 weeks contract, secondment possible

Family Action build stronger families by offering practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation.

Building on the success of the National School Breakfast Programme, we are delighted to be delivering the National School Breakfast Programme. Family Action is committed to supporting child development, and we believe a healthy school breakfast, without barrier or stigma, can set up children to succeed and give them the very best chance to learn. Working with schools across the country, the post holder will make a vital contribution in ensuring thousands of children in disadvantaged areas have a healthy breakfast at the start of the school day.

As a School Recruitment Advisor, you will be required to work directly with schools to recruit them to the programme, facilitate the successful set up of breakfast delivery in their schools and provide ongoing support and advice. A big part of this role will be to work closely with colleagues and partners supplying the service delivery, to share knowledge, ideas, feedback and evidence of good practice with schools to inspire and encourage delivery of the breakfast provision.

The role is home based, however will require some travel to schools and to London for meetings.

The successful candidate will preferably be educated to degree level or relevant professional qualification to level 3. Have experience of working in customer service environments or experience of being first point of contact and providing high quality support.

Our Values:

People focus, Mutual Respect, Excellence-in-all-we do and a Can-Do attitude.

If you can relate to these and have the necessary skills and attitude we can offer you:

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on going quality training
- The opportunity to become part of Family Action initiatives
- Flexible working hours
- Managed work loads with regular supportive and reflective supervision

For an application pack and further information, including the benefits we offer, please visit www.family-action.org.uk/workingwithus.

Applications are being reviewed on an ongoing basis. We reserve the right to close this job advert early depending on the number of applications.

Please email completed applications to: completed.application22@family-action.org.uk

Closing date: 8th August 2021, midnight

Interview date: Ongoing



Family Action offers good working conditions, a comprehensive training programme and final salary pension scheme. We welcome applications from all sections of the community.