

## **Safeguarding and Attendance Lead**



**Catton Grove Primary School**  
**Weston Road**  
**Norwich**  
**NR3 3TP**

**Tel: 01603 426728**

**Email: [finance@cattongrove.norfolk.sch.uk](mailto:finance@cattongrove.norfolk.sch.uk)**

**Website: <http://cattongrove.norfolk.sch.uk>**

**Job title: Safeguarding and Attendance Lead**

**Salary Range (starting point dependent on experience and relevance)**

**G21-H25: £33,143-£36,363 Pro rata**

**Contract type: Permanent 4 days (32 hours) or 5 days (32 hours)**

**Start Date: 13/04/2026**

Rare opportunity to lead Safeguarding and Attendance within a large urban well established and successful Primary School in North Norwich.

This is a crucial role where you will work at the heart of the school, under the line management of the DHT and HT alongside 7 other experienced DSLs. You will champion safeguarding and attendance practice for pupils, families and colleagues.

Due to the size of the school we have the unique experience of a vibrant and nurturing Primary School, with staff resources that match those of a small High School. We take pride in the fact that people are at the heart of everything we do and many staff have been at the school for over ten years or more! It is a fantastic opportunity to help every child feel safe, supported and ready to learn at such an important part of childhood.

You will be joining a warm, friendly, enthusiastic and talented team. There are plenty of opportunities to connect to staff social events as well as whole school activities if you choose to do so. Applicants should have excellent interpersonal, organisational and communication skills. Resilience, high expectations and a sense of humour are essential.

### **We can offer you-**

A welcoming and caring school where you can make a difference to the lives of our children.

An enthusiastic and talented staff body who work brilliantly as a team to achieve the best for all our pupils within a supportive, professional and constructive ethos.

A commitment to your own continued professional development.

Applicants are encouraged to look at the school website, read the Ofsted report, and visit the school in action. This visit provides an opportunity to meet the staff, including the current Safeguarding Lead who is leaving at the end of the Spring Term.

By becoming part of our school family and community, your expertise will make a meaningful difference every day to the lives of children, particularly those most vulnerable and in greatest need of our support.

### **How to Apply**

A job description and person specification is available to download in 'Attachments'. Please click the orange 'Apply for job' button and enter your details to download an application form. Completed applications to be emailed to [finance@cattongrove.norfolk.sch.uk](mailto:finance@cattongrove.norfolk.sch.uk).

**Closing date: Tuesday 13<sup>th</sup> January**

**Interview date: Friday 16<sup>th</sup> January**

**Please address applications to Mrs C Lorne (Headteacher) and send to [office@cattongrove.norfolk.sch.uk](mailto:office@cattongrove.norfolk.sch.uk)**

**If you would like to arrange a time to look around please send an email to-**

**[finance@cattongrove.norfolk.sch.uk](mailto:finance@cattongrove.norfolk.sch.uk) or phone 01603 426728 and someone will get back to you to arrange this.**

### **Please also note:**

This school is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you may be required to undergo pre-employment checks.

This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

*If you have any questions or queries, please feel free to get in touch.*