**<Insert Academy Logo>**

**PERSON SPECIFICATION**

**Family Liaison Officer**

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| **Category** | **Essential** | **Desirable** |
| **QUALIFICATIONS**Minimum Grade C GCSE in English and Mathematics or equivalentEducated to Level 4/5 or relevant experience in a working environmentRelevant qualification or experience | \* | \*\* |
| **EXPERIENCE**Experience of working with professionals, parents/carers and young people Experience of working in a school | \* | \* |
| **SKILLS**Ability to use own initiative as well as working within a team environmentExcellent communication and interpersonal skillsAbility to interact with studentsThe ability to use ICT effectivelyAbility to be attentive to detail, work to high levels of accuracy and adhere to strict deadlinesAbility to understand and carry out verbal and written instructionsAbility to organise and prioritise workAbility to remain confident yet discreet in dealing with visitors, parents and studentsAbility to make quick decisions on which enquiries need to be referred on and dealt withBe aware of child safeguarding arrangements | \*\*\*\*\*\*\*\*\*\*\* |  |
| **QUALITIES & APTITUDE**Commitment to achieving high standardsEnthusiasm and a positive outlookExcellent attendance and punctualityResponsible, honest and reliableGood personal organisationA sensitive and caring mannerAbility to remain calm under pressure | \*\*\*\*\*\*\* |  |

**Authentic Education Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974**