**<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 equivalent  Educated to Level 4/5 or relevant experience in a working environment  Relevant 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 environment  Excellent communication and interpersonal skills  Ability to interact with students  The ability to use ICT effectively  Ability to be attentive to detail, work to high levels of accuracy and adhere to strict deadlines  Ability to understand and carry out verbal and written instructions  Ability to organise and prioritise work  Ability to remain confident yet discreet in dealing with visitors, parents and students  Ability to make quick decisions on which enquiries need to be referred on and dealt with  Be aware of child safeguarding arrangements | \*  \*  \*  \*  \*  \*  \*  \*  \*  \*  \* |  |
| **QUALITIES & APTITUDE**  Commitment to achieving high standards  Enthusiasm and a positive outlook  Excellent attendance and punctuality  Responsible, honest and reliable  Good personal organisation  A sensitive and caring manner  Ability 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**