

THE LEGACY LEARNING TRUST

ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: FAMILY LIAISON OFFICER



	Essential	Desirable	Measured by
Qualifications/ Training	- Educated to GCSE Standard at Grade A* – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications. - Clean, full UK driving licence - Experience of using Microsoft Office - Willingness to undertake any further training relevant to the role	- First Aid qualification. - Full driving licence (for home visits)	A/Q A/Q I
Experience	- Experience of working with children/young people and families in an educational or social care setting - Ability to maintain a professional manner in challenging situations - Collaborative working within a team - Efficient administration and good organisation - Understanding of school attendance legislation and procedures	- Experience of working in an educational environment - Experience of working in a school attendance related role - Experience of working with families and outside agencies - Experience of using school MIS	A/I
Knowledge and Skills	- Committed to Safeguarding and promoting the welfare of children and young people - Willingness to undertake home visits, both as a lone worker and paired with another member of staff, when appropriate - Ability to manage and prioritise a varied workload - Excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of people - Ability to build trust and rapport with families and students	- Awareness of legislation relating to school attendance - Knowledge of safeguarding procedures, or a willingness to train - Ability to monitor, manage attendance data.	A/I
Person Characteristics	- Excellent attendance and punctuality - Ability to work independently and take initiative - Committed to promoting equality, diversity, and inclusion. - Empathetic, approachable, and professional. - Flexible and adaptable to meet family and school needs. - Reliability and integrity - Positive and optimistic - Humour and resilience	Access to own vehicle (with valid business insurance) and willingness to use this for home visits	I A/I

Measured by Key:

A: Application form/letter

Q: Qualification Check

I: Interview