

## Family Liaison Officer

### Person Specification

Criteria	Details	Essential	Desirable
Qualifications and Training	GCSE or equivalent in English and Maths	√	
	Senior Mental Health Lead training		√
	Experience of working with children with SEN		√
	Experience of supporting with safeguarding issues	√	
Experience	Working with children and families	√	
	Working within a school environment		√
	Working with colleagues and external stakeholders	√	
	Maintaining records to a high standard	√	
Skills and Knowledge	Excellent written and verbal communication skills	√	
	High attention to detail	√	
	Ability to relate well to a wider range of stakeholders	√	
	Ability to hold self and others to account	√	
	Ability to manage and identify potential risks	√	
	Safeguarding of children and young people		√

Personal Qualities	Ability to use initiative and work without supervision, but also a great team player	√	
	A team-player who isn't afraid to get their hands dirty (sometimes literally!)	√	
	Commitment to always maintaining confidentiality and integrity	√	
	Highly efficient and organised and able to work to tight deadlines	√	
	Prepared to go the 'extra mile' in support for the school, pupils, staff and all stakeholders	√	
	Ability to remain calm and patient under pressure	√	
	Ability to plan and manage own time effectively and support the work of others	√	
	Ability to resolve complex problems independently	√	
	Flexibility and adaptability in working arrangements to meet the needs of the school	√	
	Non-Judgemental manner	√	
	Patience and understanding	√	
	Excellent communication and listening skills	√	
	Inspires trust and confidence	√	
	Committed to safeguarding, equality, diversity and inclusion	√	