



Magna Academy Poole

an Aspirations Academy

Person Specification: Family Liaison Officer

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
A good standard of English and Maths at GCSE A*-C GCSE, or equivalent	A	
Appropriate First Aid Training		A
Experience		
Experience of working with young people		A
Experience of working in a secondary school		A
Skills and Abilities		
Ability to remain calm and in control in challenging situations	R	
Ability to be proactive and use own initiative	R	
Excellent interpersonal communication skills	R	
Ability to maintain a positive and calm environment	R	
Ability to work successfully as part of a team	R	
Ability to keep accurate records	R	
Ability to exercise discretion and judgement	R	
Ability to be flexible and organize workload	R	
Ability to show patience and resilience	R	
Numeracy and literacy skills	R	



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Knowledge		
First Aid Qualification		R
Knowledge of child protection and safeguarding	R	
Be familiar with the full range of school policies, particularly those regarding attendance, health and safety, equal opportunity issues and special educational needs (SEN)	R	