



Princes Risborough Primary School

Family Liaison Officer Person Specification

QUALIFICATIONS

- GCSEs in English and Maths
- If possible (training will be provided if required):
- Administering Medicine Training
 - First Aid Training
 - Designated Safeguarding Lead Training

PREVIOUS EXPERIENCE (PREFERABLE BUT NOT ESSENTIAL)

- Experience and knowledge of primary education
- An understanding of what constitutes high quality pastoral care
- Experience of building strong and effective external links with families
- Handling difficult/challenging conversations
- Operating organisational systems – experience of CPOMS or similar
- Analysing and evaluating data
- Data Protection

SKILLS AND KNOWLEDGE

- Excellent attention to detail
- Excellent literacy and numeracy skills
- Competent use of IT
- Ability to plan, organise and prioritise

EDUCATIONAL PHILOSOPHY

- A child-centred approach to education which emphasises the development of the individual
- A commitment to the pursuit of excellence and challenge for all
- A strong belief in reducing barriers to learning for all pupils
- A strong commitment to teamwork

PERSONAL QUALITIES

- A growth mindset and a strong sense of teamwork
- A commitment to promoting the ethos and values of the school and achieving the best outcomes for all pupils

- A commitment to maintaining confidentiality at all times
- A commitment to safeguarding and equality
- Resilient, flexible and adaptable
- A high level of personal organisation
- Able to work co-operatively and collaboratively with colleagues at all levels
- Able to communicate effectively with parents, whilst keeping expectations high
- Able to work under pressure, prioritise effectively and to meet deadlines
- Ability to embrace change well
- Ability to deal with difficult situations effectively
- A sense of humour.

EQUAL OPPORTUNITIES

- A commitment to inclusion
- A strong commitment to equal opportunities in practice which encompasses gender, race, religion and disability
- A commitment to working positively within Princes Risborough Primary School's policies and guidelines to affect positive attitudes and high expectations in the school.

THE FOLLOWING WOULD BE DESIRABLE BUT NOT ESSENTIAL

- DSL trained
- Mental Health First Aider
- ELSA trained
- Relevant CPD in supporting pupil wellbeing.