

Person Specification

Post: Level 3 Community Liaison Officer

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Grade C or above in GCSE English and mathematics 	<ul style="list-style-type: none"> Level 3, or equivalent, in advice, social care, supporting parents, Early Years, health, education or community work, or other appropriate discipline Counselling qualification Designated Safeguarding Lead trained 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Working in a similar role - providing a public facing service Working in an educational setting with children, young people and families Working to tight deadlines in a busy environment 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Representing a brand in an outwards facing role Multi-agency working 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Build and maintain effective working relationships with colleagues, families and the wider community Communicate effectively with a wide range of stakeholders Work independently on own initiative and contribute as part of a team Willingness to work flexible hours including evenings Maintain confidentiality and discretion at all times Microsoft Office, especially Outlook, Excel and Word Efficient administrator Commitment to safeguarding 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Local knowledge including services available to young people and vulnerable families Competent in the use of MIS (e.g. Bromcom/SIMS) Trained first aider Ability to speak an additional language 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Be able to work on own initiative Mission-aligned Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to receive and act on feedback Ability to receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 		<ul style="list-style-type: none"> Application Interview References