

The Village School

Compass Learning Partnership

School/Parent Liaison Officer

Personal Specification for post

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
1. ABILITIES			
(a) Ability to operate a full range of specialist ICT and other resources and equipment.	*		*
(b) Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems.	*		*
(c) Ability to absorb and understand a wide range of information concerning the functions of the school.		*	
(d) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.	*	*	
(e) Ability to manage time effectively to meet deadlines	*	*	
2. SKILLS			
(a) Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers.	*		*
(b) Very good standard of numeracy and literacy skills.	*		*
(c) Lead and work closely with a Team	*	*	
3. KNOWLEDGE			
(a) Full working knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation.	*		
4. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST			
(a) NVQ, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline.	*		
5. EXPERIENCE			
(a) Successful experience of development, management and operation of administrative systems in an office environment.	*		

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(b)	Experience of working in a similar role and environment	*	*	
6.	EQUAL OPPORTUNITIES RELEVANT TO THE POST <i>(mandatory)</i>			
	Understanding and commitment to Equal Opportunities.	*	*	