



“outstanding in all aspects of its provision”.

| SUPPORT LIAISON OFFICER | |
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| Job Ref: | SLOO18 |
| Closing Date: | 4 pm, on Wednesday 17 October 2018 |
| Department: | Marketing / Liaison |
| Salary/Grade: | Support Staff Pay Spine: Band 4, Point 20, £17,700 (£10,589.74 payable) to Point 22, £18,494 (£11,064.79 payable) per annum, depending on experience. |
| Contract: | Established |
| Hours of Work: | Generally, 25 Hours per Week, Term Time Only, plus 2 additional Weeks NB: Working Pattern will include evening work, as required |
| Reporting to: | Marketing / Liaison Manager(s) |
| Start Date: | As soon as possible |
| DBS: | An Enhance DBS Disclosure is required for this post |

LIAISON

Carmel College are looking to appoint a Support Liaison Officer to join our outstanding Marketing and Liaison teams.

The position will involve working closely with Carmel’s partner secondary schools, giving talks to students and attending Parent’s and Careers evenings and other relevant functions. The successful applicant will work closely with the College’s Marketing and Liaison Manager’s in successfully recruiting students from across the region.

The successful applicant will play a full part in all aspects of College life and make a positive contribution to our Catholic ethos.

*Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service. Please note candidate’s suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.

SUPPORT LIAISON OFFICER

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| Reporting to: | Support Liaison Officer |
| Department: | Liaison / Marketing |
| Reporting to: | Liaison / Marketing Manager(s) |
| Responsible to: | Principal |

JOB DESCRIPTION

THE ROLE

The person appointed would be expected to:

- Make a positive contribution to Liaison Department
- Act as a Liaison Officer

All staff must make a positive contribution to:

- the Catholic ethos of the College
- the College Equality and Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

Responsibility, in conjunction with the Principal, for duties commensurate with the following:

- All focus of communication with the high school(s), with information relating to providing:
 - the achievements and post-College destinations of their former pupils;
 - the College curriculum, course entry requirements and new developments of an academic or extra-curricular nature;
 - College-based functions such as presentations, Open Evenings, Taster Days and subject taster lessons.

- Fulfilling the obligations of the College's liaison calendar, which will include:
 - giving talks to Years 10 and 11;
 - attending Year 8/9/10 and Year 11 Parents' Evenings and other relevant functions at the high schools;
 - arranging liaison visits of pupils to the College as / if required;
 - playing a key role in the preliminary guidance interviews.
 - assist with the preparation for Open Evenings and Taster Days.
 - being involved in admissions/enrolments process.
- Developing contacts with school(s) to help smooth the transition of students - including curriculum, staff and student-pupil links.
- To undertake any other duties as changing circumstances may require.
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

| PERSON SPECIFICATION | | SUPPORT LIAISON OFFICER | |
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| All staff must make a positive contribution to: <ul style="list-style-type: none">the Catholic ethos of the College;the College Equality and Diversity Policy;the pursuit of excellence and the highest standards of quality in all aspects of College life;their own professional development, in accordance with the needs of the College. | | | |
| | Essential | Desirable | How Identified |
| Relevant experience | <ul style="list-style-type: none">Understanding of the Post 16 Learning Environment | <ul style="list-style-type: none">Evidence of involvement in Liaison / admissions activities | <ul style="list-style-type: none">Application letter/CVInterviewReferences |
| Qualifications | <ul style="list-style-type: none">Good standard of General Education | | <ul style="list-style-type: none">Application letter/CV |
| Knowledge and Skills | <ul style="list-style-type: none">Good interpersonal and organisation skillsExcellent written and verbal communication skills | | <ul style="list-style-type: none">Application letter/CVInterviewReferences |
| Personal qualities | <ul style="list-style-type: none">Be enthusiastic and committedAbility to work as part of a teamHave a genuine interest in young peopleAbility to motivate studentsPositive attitudeAccess to transport to allow visits to organisations in the area which are not accessible by public transportGood record of attendance and punctualityTo maintain the College’s commitment to safeguarding and promoting the welfare of students | | <ul style="list-style-type: none">InterviewReferences |

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