**Person Specification for School Liaison and Events Officer**

Below you will find the skills needed for, and the requirements of, the role you are interested in. You will also see how we are planning to assess these, through your application (A), in a task at the assessment centre (T) or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

|  |  |
| --- | --- |
|  | **Assessed at...** |
| **You've got...**  |
| These are the qualifications and requirements you need to have to be considered for shortlisting, without these you won’t be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.  |
| Good level 3 (A-level or equivalent) qualifications and good GCSEs (including Maths and English to a minimum of grade 4/C) | A |
| A driving licence and access to your own vehicle  | A, I |
| **You’re great at...** |
| These are the **essential** things that you have so you can do the job, without these you won’t be considered for appointment.  |
| Demonstrating your experience of working with young people/children  | A,T,I |
| Giving effective presentations to young people and adults | T, I |
| Devising and delivering educational activities for secondary age pupils | T, I |
| Showing your organisational and event management skills | A, I |
| Proving your excellent literacy and customer care skills | T |
| Showing your good ICT skills  | A,T,I |
| Displaying empathy with young people | T, I |
| Demonstrating your commitment to the safeguarding of students  | A, I |
| Working in a team and using your liaison skills | A, I |
| At least 1 year’s relevant experience (e.g. in customer care, working with young people) | A,I |
| **It would be good if you had...** |
| Whilst **not essential**, it would help in the role if you had any of the below. |
| Degree level qualification or equivalent | A, I |
| Relevant experience of working in the educational sector for at least six months, preferably secondary education | A, I |
| Experience in a customer service related role, working with the general public | A, I |
| Knowledge of post-16 education market | A, I |
| Experience in using social media for promotional purposes | A, I |
| Qualifications in customer service or marketing | A, I |
| Experience of using professional graphic design software to create adverts, posters, newsletters and similar publications. | A, I |
| Knowledge of post-16 education market | A, I |
| Date of issue: September 2019 |