

Job Description

Post:	School Liaison Officer
Salary Grade:	Band 6, points 29 - 33
Responsible to:	School Liaison & Admissions Team Leader

Key Purpose:

1	Recruitment of High School students to agreed targets.
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Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To develop and maintain strong working relationships with key/senior staff within high schools.
b	To represent the college at a range of events such as Careers Days/Evenings, Parents Evenings, Options Evenings, Awards Evenings at schools and associated venues.
c	To arrange, plan and deliver presentations to school pupils.
d	To organise and participate in a range of college based promotional events such as Taster Days, New Students Days and Open Evenings.
e	To negotiate with college Curriculum Managers and Curriculum Leaders subject or course based promotional events either within high schools or at the college.
f	To organise and be involved in the planning of events with external agencies such as Connexions, Business Enterprise Partnerships, Aim Higher etc.
g	To be responsible for interviewing students for college places, course subject recommendations, careers guidance and support issues.
h	To organise interview events both in schools and in college timetable interviews and relevant paperwork.
i	To collaboratively organise a team diary to ensure maximum efficiency of staff for all school and college based activities and to take ownership and manage key schools.
j	To develop and update databases of all school and external organisation contact details plus develop and customise power point presentations for school assemblies and classes.

k	To facilitate the transition of prospective college students.
l	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's Policies and codes of Practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

<u>Person Specification – School Liaison Officer</u>

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualifications	1 Level 3 qualification in an appropriate discipline, e.g Advice and Guidance, Marketing, Customer Service 2 Literacy, Numeracy & IT Level 2	Certificate Certificate	a. Degree or equivalent qualification in an appropriate discipline	Certificate
Professional Development	3 Evidence of ongoing professional development	Application		
Experience	4 Providing advice / support to Young people 5 Undertaking Customer Service role 6 Organising events	Application/ Interview Application/ Interview Application/ Interview	b. Working within a Schools Liaison and Admissions roles	Application/ Interview
Knowledge	7 Post – 16 Curriculum 8 Student Welfare / Financial Support programmes	Application/ Interview Application/ Interview		
Skills/ Qualities	9 Excellent verbal presentation skills 10 Ability to relate to young people 11 Excellent interpersonal and organisational skills 12 Good negotiating skills 13 Ability to work on own initiative 14 Able to keep calm in difficult situations 15 High level communication skills – oral, written and IT 16 Ability to build good relationships with students, staff and suppliers 17 Able to work effectively and efficiently	Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview Application/ Interview		

	18 Flexible approach to work	Application/ Interview		
Other	19 Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview		
	20 Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance	Application/ Interview		
	21 DBS Check acceptable to college will be undertaken for successful applicant	Appointment		