



THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

PERSON SPECIFICATION – Primary Liaison Coordinator/Pastoral Assistant

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Experience of working with children (11 -16) in a voluntary or professional capacity. • Experience of working in a busy environment with conflicting priorities & requiring high levels of accuracy • Strong literacy & numeracy (level 2 or equivalent) • Working effectively as part of team • Clean driving licence 	<ul style="list-style-type: none"> • Working in a school setting • Experience of marketing and promotions • Previous experience of Primary transition • Experience of working with pupils with challenging behaviour • Experience of working with external agencies • First Aid qualification
Knowledge	<ul style="list-style-type: none"> • Good working knowledge of ICT packages – Microsoft Word, Excel, Outlook • Understand and comply with procedures and legislation relating to confidentiality and data protection • Understanding of Safeguarding and child protection procedures • Understanding of the issues around KS2 to KS3 transition 	<ul style="list-style-type: none"> • Working knowledge of SIMS system & Sims reporting • Knowledge of school procedures and policies in particular safeguarding, attendance, equal opportunities, inclusion etc. • Understanding of the school's sanctions and rewards
Skills	<ul style="list-style-type: none"> • Strong organisational skills-ability to be proactive and prioritise work to meet deadlines • Good interpersonal skills and ability to build effective relationships with pupils, parents, colleagues and external links • Ability to analyse and interpret data • Effective oral and written communication skills – able to exchange complex information clearly and sensitively • Public speaking – ability to market and present information to diverse audience • Ability to work effectively as part of a team • Work on own initiative 	

	<ul style="list-style-type: none">• Ability to deal with complex emotional issues	
Personal Qualities	<ul style="list-style-type: none">• Tact, diplomacy, discretion and confidentiality• Flexible• Self-motivated and confident• Ability to remain calm under pressure• Non-judgemental approach• This is a public facing role and the successful candidate must speak fluent English	