

# JOB DESCRIPTION

POST TITLE	:	School Liaison Officer
SCALE	:	Support Scale
SALARY	:	Up to £27,798 (Dependent on experience)
RESPONSIBLE TO	:	Head of Student Experience
CLOSING DATE	:	5.00pm, Monday 2 March 2026
INTERVIEW DATE	:	Friday 13 March 2026

Burnley College is seeking a School Liaison Officer to bring energy and enthusiasm to delivering careers advice and guidance to all elements of the community for our four progressive brands.

The School Liaison Officer will enjoy inspiring others to become the best they can be, in whatever form that takes. The School Liaison Officer will bring the College experience to life in the wider community, consistently raise the bar and have a strong desire to learn and grow.

## **Main Purpose of the Post**

To work with schools, colleges and the community to promote an understanding of all opportunities available, post-16, at Burnley College.

## **Responsibilities**

- 1 To provide information, advice and guidance about careers and College courses, through a variety of activities such as classes, assemblies, workshops and one-to-one appointments, to individuals in schools, in College and at other local events.
- 2 Develop, achieve and continually review individual school/college-based recruitment targets
- 3 Working with the Marketing team to design and develop high quality, accurate materials and resources for the promotion of careers, courses and facilities. Including developing the use of digital media to promote the College/University in schools and colleges.
- 4 To create innovative skills sessions designed to prepare, inform and effectively transition learners to appropriate course pathways.
- 5 To liaise with schools, colleges and local communities in a consultative manner to develop an effective programme of events to promote an understanding of careers and courses available at Burnley College.

- 6 Be an ambassador for East Lancashire, helping young people to aspire to be the best they can be and achieve their potential. Inform and educate teachers, parents and the community about the opportunities available in the local area.
- 7 To be an integral part of the planning and execution of events and strategies for the colleges brands, taking an active role in open events, interview evenings, festivals and tasters.
- 8 Proactively communicate and prioritise projects within the school liaison and wider departments and Divisions. Working with Divisions to plan and deliver connected and effective recruitment activity.
- 9 To carry out administrative duties in relation to admissions and school liaison processes
- 10 To develop and enhance our reputation for high quality and professionalism
- 11 To assure full compliance within the Department and more broadly across the College with key policies, notably Single Equality, Health and Safety and Safeguarding.
- 12 To undertake invigilation duties from time to time.
- 13 To carry out such other duties as the Principal may reasonably require.

**HOURS:**

**Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above**

**A flexible approach to the working hours is necessary as this role will involve a number of events both in College, in schools and in other locations outside of the core hours.**



## PERSON SPECIFICATION

**POST:** School Liaison Officer

**DIVISION:** Student Experience

		<b>Essential(E) Desirable(D)</b>	<b>To be identified by:</b>
<b><u>QUALIFICATIONS</u></b>			
1	Educated to degree level or above in a relevant subject area	D	Application Form
2	Educated to Level 4 or above, including GCSE English and Mathematics	E	Application Form
3	IAG qualification or willingness to work towards if successful	E	Application Form
<b><u>KNOWLEDGE/SKILLS</u></b>			
1	Outstanding interpersonal, communication and presentation skills. You must be able to prepare (quickly if necessary) and confidently deliver presentations to varying group sizes	E	Interview
2	Excellent creative development skills	E	Interview
3	Broad base of technical skills including Microsoft Office, and other presentation packages	E	Application Form/ Interview
4	Excellent customer service skills	E	Application Form/ Interview
5	Accuracy, reliability and good timekeeping	E	Application Form/ Interview
<b><u>EXPERIENCE</u></b>			
1	Evidence of personal achievement	E	Application Form/ Interview
2	Experience of working effectively with young people	E	Application Form/ Interview
3	Evidence of effective liaison/collaboration activity	E	Application Form/ Interview

## **PERSONAL**

1	Commitment to the delivery of excellent Support to our students	E	Interview
2	Excellent communication skills	E	Application Form/ Interview
3	Confidence in front of large audiences (30-250 people)	E	Application Form/ Interview
4	Strong sense of teamwork and the ability and desire to support the needs of the Team	E	Application Form/ Interview
5	Flexibility and ability to adapt quickly to changes	E	Interview
6	Approachable and calm under pressure	E	Interview
7	Well organised and capable of meeting strict deadlines in a target driven environment	E	Interview
8	A commitment to ongoing professional development	E	Application Form/ Interview
9	Enthusiasm for the role of further education in building futures and changing lives	E	Application Form/ Interview
10	Driver's license, access to a vehicle and appropriate insurance to cover Business Use	E	Application Form

## **STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	The College is committed to safeguarding and expects all staff to share that commitment	E	Application Form/ Interview/DBS/ References
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason) *	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*