SCHOOLS LIAISON OFFICER: Person Specification

We are committed to equal opportunities and positively welcome applications from all sections and backgrounds of society as this helps us to maintain a diverse academic community and foster an environment that is truly dynamic and engaging for all.

Essential knowledge and experience:

- Education to a good degree level.
- Knowledge of the courses and style of teaching offered at Cambridge University, as well as of the admissions procedures of the University and its Colleges.
- A good understanding of secondary education provision in the British Isles.
- Excellent working knowledge of Word, Excel, Powerpoint, Access and other databases, social media and e-mail.

Essential personal skills and abilities:

- Good listening, communication (verbal and written), interpersonal and presentation skills.
- An ability to negotiate and interact with a wide variety of people.
- Ability to make formal presentations.
- Outgoing personality.
- Enjoyment of working with, and ability to establish rapport with, young people.
- Attention to detail and conscientiousness.
- Ability to work unsupervised and to take the initiative.
- Ability to work as part of a team.
- Familiarity with relevant web resources.

Desirable requirements:

- A valid driving licence.