



EXPRESSION OF INTEREST

Forest Lake State High School

AO3 – Community Liaison Officer

Temporary 43.5 hrs per fortnight plus ADO (0.6 FTE)

Start date - 09/03/2026 6-month contract with possible extension

Forest Lake State High School provides a first-class education for over 1600 students through years 7-12. Our graduates are educated and empowered to become successful global citizens.

Forest Lake State High School proudly provides high quality educational programs and services to our diverse student group and Excellence Programs in academic, cultural and sporting pursuits.

We develop caring relationships with all members of our school community, develop student leadership and encourage parent involvement in all aspects of school life.

We are looking for a Community Liaison Officer to join our team. In this dynamic role, you will assist in the development of school and community links

Responsibilities include (but not limited to):

- Develop and implement strategies for effective links between home and school related issues and to encourage greater interest and participation in school activities and programs.
- Facilitate opportunity for raising parental concerns and advocate equity of service provision.
- Promote liaison activities to provide information to parents, the school and its community, and facilitate community development activities to improve relations between the school and its community.
- Act as the contact for parents/carers and the Pasifika community to determine relevant issues for improved relationships between the school and its Pasifika community.
- Plan and deliver or organise public presentations and inform and educate parents and community members/groups about
- Establish and monitor school and community networks relevant to the position's role.
- Proven ability to work harmoniously within a team environment
- Develop and maintain a register of community and classroom helpers and relevant information for parents/carers.
- Assist in recruiting and resourcing of volunteer help, including the coordination of a volunteer program.
- Carry out administrative tasks associated with the position's duties, including clerical duties related to writing and responding to correspondence
- Contribute to applications made for funding.

Skills Required:

- One School experience
- ID Attend experience is preferred
- Demonstrated high level of communication skills
- Efficient multi-tasking and time management skills
- Proficient in Microsoft applications e.g. Outlook, Word, Excel, Publisher
- Proven ability to work independently, achieving quality outcomes
- Proven ability to work harmoniously within a team environment
- Ability to confidently acquire the knowledge needed to fulfil the above skills & responsibilities.

Other Responsibilities (as required)

- This role will be engaging with our Pasifika Students, Families and community

Additional Information:

A current working with Children Blue Card is required for this position

A criminal history check will be initiated for the successful applicant

If you are interested, please submit an Expression of Interest for the position with a brief resume, including contact details & two referees outlining your suitability for the role, addressing the skills and responsibilities outlined above.

Enquiries and applications should be emailed to **Dee Jefferd** (Business Manager)

Email: djeff78@eq.edu.au. **Applications close: 25/02/2026 by 9am**