

Person Specification



MALTBYLEARNINGTRUST
Exceptional Experiences. Successful Lives.

Community Support and Family Liaison Officer

	Essential	Desirable
Qualifications, and Training	<ul style="list-style-type: none"> GCSE English and Maths or equivalent qualification. Full driving licence and own transport to travel within the locality. Business insurance to meet the requirements of the post. 	<ul style="list-style-type: none"> Level 3 or higher qualification in related field (i.e., Education, youth work). Up to date First Aid Training. Safeguarding Training.
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Experience of working effectively as part of a team. Experience of working alone – a self-starter who can manage own time. Can evidence effective communication and interpersonal skills with the ability to build trust and rapport with families and young people. Experience of working in an environment where high level literacy and numeracy skills have been demonstrated. Experience of working with children and young people 	<ul style="list-style-type: none"> Experience of working with families in an educational, community or social care setting. Knowledge of safeguarding procedures Experience of working within multi agency frameworks Understanding of the factors affecting school attendance and engagement. Knowledge of school attendance legislation and government guidance.
Skills and Abilities	<ul style="list-style-type: none"> Competence in the use of Microsoft Office Suite. Ability to stay calm under pressure and meet deadlines. Ability to be self-directed. High level organisational skills Get the best from others, firm but fair. Build relationships with vulnerable members of the community. Confidence to work with a wide range of people. Ability to exercise professional judgement. Flexibility in undertaking tasks. Experience of de-escalation techniques. 	<ul style="list-style-type: none"> Competent in the analysis of data/trends.
Personal Qualities and Attributes	<ul style="list-style-type: none"> Ability to communicate effectively and concisely and to build effective working relationships with a range of stakeholders. High standards and expectations of self and others. Flexibility. 	

Person Specification



MALTBYLEARNINGTRUST
Exceptional Experiences. Successful Lives.

Community Support and Family Liaison Officer

Commitment To	<ul style="list-style-type: none">• Developing others to achieve success.• Rewarding success and achievement• Community liaison including parental and multiagency involvement.• Commitment to Diversity and Equality of opportunity in all working practices.• Commitment to child protection and safeguarding policies and procedures.• Commitment to the values and vision of Maltby Learning Trust.	
Attendance	<ul style="list-style-type: none">• A good attendance record in current employment (not including absences related to disability).	