PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: Education Welfare Officer   **GRADE:** 7   **JOB REF:** AAAE7155

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	• Good standard of general education including 5 GCSE's or equivalent (Graded A-C) including Maths and English.	• Qualification in work linked with children and young people, particularly social work, education or youth and community work.	Application References Interview
Experience	• Experience of working with young people and their families. • Willingness to undertake further training	• Experience of working in and educational setting. • Experience of multi-agency working	Application Interview References
Job related Knowledge	• ICT competent and conversant with the Microsoft Office suite of applications. • Knowledge of safeguarding procedures and familiar with child protection issues. • Have good administrative organisation and communication skills. • Demonstrate an understanding of issues that may affect a student's ability to attend school. • Demonstrate an understanding of issues linked to confidentiality.	• Knowledge of appropriate legislation and initiatives within education.	Application Interview References
Skills and Aptitudes	• Ability to analyse data. • Ability to liaise effectively with parents and outside agencies. • Enjoy working with a wide variety of young people.		Interview References

	• Have excellent inter-personal skills and be able to work well as part of a team. • Have confidence to manage student behaviour • Be resilient, firm and consistent. • Be comfortable with a challenging and varied workload and be able to prioritise effectively. • Able to maintain confidentiality where applicable. • Able to work in a professional manner with a wide range of people. • Ability to act on initiative within a team context. • ICT skills • To show commitment to safeguarding and ensuring the welfare of children and young people.		