



WELLSPRING

We Make A Difference

Wellspring Academy Trust – Beacon Academy

Education Welfare Officer- Person Specification

		Essential / Desirable	How Identified
Section	Information		
Education and Training			
	An understanding of legislation relating to academy attendance; ability to keep up to date with new legislation and guidance and advise others, where appropriate	E	A
	A knowledge and understanding of the education system and local education authorities	E	A
	Educated to GCSE level or above	E	A
	Good oral, written communication and IT skills	E	A
	Has a willingness to study for further appropriate professional qualification if necessary	D	A
Experience			
	Experience of working in a related area of work	E	A/I
	Has other experience of working in academies/ education system	D	A/I
	Experience of providing first point of contact services	E	A/I
	A proven track record of innovation coupled with a desire to further improve outcomes for young people and their families	D	A/I
Skills and Abilities			
	Accurate keyboard skills and excellent working knowledge of Microsoft Office applications	E	A/I/T
	Able to communicate effectively and accurately, verbally, in writing, on the telephone and face to face	E	A/I/T
	Excellent interpersonal skills	E	A/I/T
	Ability to maintain confidentiality	E	A/I/T
	Ability to prioritise workloads and manage time effectively	E	A/I/T
	Ability to relate and deal effectively with clients and colleagues at all levels	E	A/I/T
	Demonstrable initiative in negotiating and problem solving skills	E	A/I/T



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	Ability to assimilate,analyse and action information including data from a variety of sources	E	A/I/T
	Ability to work with challenging families and be assertive but understanding, as appropriate	E	A/I/T
	Excellent organisation and administrative skills with the ability to work effectively to deadlines and meet targets	E	A/I/T
	Ability to work as an effective team member	E	A/I/T
	Ability to follow instructions and comply with appropriate policies and procedures	E	A/I/T
	An ability to innovate and improve practices / policies / procedures	E	A/I/T
	Ability to operate in a challenging environment	E	A/I/T
	Proven track record of effective time / personnel management	E	A/I/T
	Flexible and adaptable, even under challenging situations	E	A/I/T
	Ability to welcome, engage with and positively support all stakeholders	E	A/I/T
	Able to contribute to the whole academy context (including INSET)	E	A/I/T
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	A/I
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	A/I
	Willing to undertake training and continuous professional development in connection with the post.	E	A/I
	Work in accordance with the Trust's values and behaviours.	E	A/I
	Able to undertake any travel in connection with the post.	E	A/I
	Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	E	A/I
	Satisfactory Enhanced DBS disclosure to work in an environment dealing with young people	E	A/I
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	E	A/I
	A commitment to safeguarding and promoting welfare for all	E	A/I