Person Specification

POST: Family Welfare Officer

CATEGORIES	Essential	Desirable	Appn. Form	Interview
EXPERIENCE				
1. Experience of working with children	✓		✓	✓
2. Experience of working in a school		✓	✓	✓
3. Experience of working with children who speak English as an additional language		✓	✓	✓
4. Experience of working with people with diverse health and social care needs		✓	✓	✓
KNOWLEDGE				
1. Knowledge of correctly spoken and written English	✓		✓	✓
2. Able to use CPOMS		✓		
3. Previous experience of social care involvement at the different levels, (CP, CIN etc)		✓		
SKILLS / ABILITIES				
1. Good communication skills	✓		✓	✓
2. Good organisational skills	✓		✓	✓
3. Ability to work in a team environment	✓		✓	✓
4. Ability to work on own and use initiative	✓		✓	✓
5. Ability to work with children	✓		✓	✓
6. Ability to work with parents	✓		✓	✓
7. Willingness to work in a flexible manner	✓			
8. Ability to use a computer	✓		✓	
	✓		✓	✓
QUALIFICATIONS				
GCSE English **and** Maths at grade C (Grade 4) or above (equivalent qualifications not accepted)	✓		✓	
APTITUDES/ATTITUDE				
	✓			✓

1. Awareness and sensitivity to be able to work successfully within an education environment.	✓			✓
2. An inclination to handle difficult situations in a sensitive and confidential manner.	✓			✓
3. Have a commitment to equality of opportunity and fairness.				