

# Person Specification

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

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

***\*The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.***