

HOTSPUR PRIMARY SCHOOL

FAMILY SUPPORT ADVISOR - PERSON SPECIFICATION

| FACTOR | ESSENTIAL | DESIRABLE | MEANS OF ASSESSMENT |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1. Skills, Knowledge and Aptitudes | <ul style="list-style-type: none"> • Able to produce accurate and up to date record and reports • Able to build meaningful relationships with families • Able to work within and apply all relevant school policies • Able to work in partnership with other agencies • Able to prioritise workload and manage own time effectively • Solution focused, team player | <ul style="list-style-type: none"> • Knowledge of services available to families in Newcastle • Training in Early Help • Previous school based experience, or experience of working within schools | <ul style="list-style-type: none"> • Application form • References • Interview |
| 2. Qualifications | <ul style="list-style-type: none"> • Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency | <ul style="list-style-type: none"> • Qualification relevant to family support • Current First Aid Certificate | <ul style="list-style-type: none"> • Application form • References • Interview |
| 3. Experience | <ul style="list-style-type: none"> • Experience of working in a multi-agency way • Experience of record keeping in relation to safeguarding • Experience of using ICT | <ul style="list-style-type: none"> • Previous experience in a family support role | <ul style="list-style-type: none"> • Application form • References • Interview |

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|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------|
| 4. Disposition | <ul style="list-style-type: none"> • Enthusiastic, positive, confident • Welcoming of change and ability to respond to it with a flexible approach • Caring, supportive, nurturing • Reflective on own performance • Reliable, punctual, organised, visionary • Sense of humour • Liking of children and families • Commitment to equal opportunities and anti-discriminatory practices | | <ul style="list-style-type: none"> • Application form • References • Interview |
| 5. Special Requirements | <ul style="list-style-type: none"> • Very good health and attendance record • DBS enhanced disclosure | | <ul style="list-style-type: none"> • Application form • References |