|  |  |  |  |
| --- | --- | --- | --- |
| **ROPERY WALK PRIMARY SCHOOL & SEAVIEW PRIMARY SCHOOL**  **EDUCATION WELFARE OFFICER**  **PERSON SPECIFICATION**  **Grade 8 £26,446 - £30,095 (pro rata)** | **Essential** | **Desirable** | **Method of Assessment** |
| 1. Education / Qualifications | 1. NVQ4, HNC, HND or equivalent in a relevant area 2. Commitment to continuing future development |  | Application Form  Short-listing  Certificates |
| 2. Experience | 1. A substantial period of effective work with young people aged 4-11 and their families, in an education or social work setting (in a paid or voluntary capacity) 2. Ability to work within a statutory framework 3. Experience of preparation of reports for Magistrates Court or similar setting e.g. formal Panels, Committees etc |  | Application Form  Short-listing  Work related testing  References |
| 3. Skills/Knowledge | 1. Understanding of Child Protection issues 2. Good communication skills: written and verbal 3. Ability to forge effective working relationships with young people and their families 4. Adept at problem solving 5. Ability to work individually and as part of a team 6. Ability to organise and prioritise work 7. Awareness and understanding of diversity issues 8. Concise report writing and accurate record maintenance 9. Awareness of the confidential nature of the work | Knowledge of educational legislation, school systems, The Children Act and the Anti-Social Behaviour Act | Application Form  Short-listing  Work related testing  References |
| 4. Personal Qualities | 1. Self-motivated 2. Sensitive to the needs of children, young people and families 3. Ability to cope under pressure 4. Persuasive and influential 5. Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance) |  | Application Form  Short-listing  Work related testing  References |