

Person Specification for Family Support Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet all the essential elements of these attributes to be suitable for short listing.

E= essential D=desirable

Attributes	Requirements	Method of Evaluation / Testing
Qualifications & Training	<ul style="list-style-type: none"> • Good standard of education, At least GCSE Maths and English (or equivalent) Grade C or above. E • Trained in delivery of Parenting Programmes (Webster Stratton-Incredible Years or other) D 	Production of original Qualification Certificates and application form, and interview.
Knowledge & Experience	<ul style="list-style-type: none"> • A good understanding of safeguarding issues E • At least 2 years recent work with children and families E • Experience of working in an educational environment, school experience would be an advantage. D • Knowledge of social care and childcare legislation and practice E • Full understanding of safeguarding legislation E • Knowledge of children's development needs through work with parents and carers. D • Awareness of the understanding of the positive impact of intervention to support children and families under stress. D • Knowledge of positive parenting strategies D • Knowledge of how to deal with distressed or bereaved children D • To understand issues around school attendance and be able to address these issues with families. D • To understand the EHAT process. E • To have had experience working with support agencies E 	Interview, application form and references.

Skills & Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills both verbally and in writing E • Ability to relate well to children and adults. E • To be able to organise and prioritise workload.E • Flexibility, common sense and initiative E • Be able to deal with a variety of people in a sensitive and diplomatic manner.E • Ability to keep detailed records and keep paperwork up to date E • Ability to take minutes and chair meetings E • A high regard for the confidential nature of the work.E • To display a non- judgemental approach when dealing with people.E • Friendly and approachable. E • A good sense of humour and a genuine interest for the welfare of children.E • A caring, calm personal nature E 	Interview, application form and references.
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