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| HeadteacherMr Malcolm Saunders BSc (Hons) NPQHE-mail: office@herne-junior.kent.sch.ukWebsite: [www.herne-junior.kent.sch.uk](http://www.herne-junior.kent.sch.uk)Twitter: @hernecej | School logo*Love your neighbour as you love yourself* *Matthew 22:39* | OFSTED LOGO School Lane, Herne, Kent CT6 7AL Tel: 01227 374069 Fax: 01227 741415    |

**Person Specification – Family Liaison Office**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Good basic education with competency in literacy and numeracy
* Willingness to undertake further training
 | * Willingness to undertake foundation course in basic counselling skills
* Driving licence
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| **Experience and Attainments** | * Previous experience of working with children and families in the public, private or voluntary sector
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| **Skills and Abilities** | * Excellent communication, listening and observation skills
* Ability to deal with difficult/sensitive situations
* Ability to handle confidential information
* Organisational abilities and accurate record keeping skills
* Ability to facilitate parenting skills
* Good inter-personal skills
 | * Ability to facilitate groups
* Previous experience with inter agency working (Health/Social services etc)
* Willingness to attend evening meeting
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| **Knowledge** | * Sound Knowledge and understanding of child growth and development
* Knowledge of the parenting needs of children
 | * Knowledge of basic child protection issues
* Knowledge of special educational needs
* Knowledge of school entry procedure
* Resources within are**a**
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