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| Headteacher  Mr Malcolm Saunders BSc (Hons) NPQH  E-mail: office@herne-junior.kent.sch.uk  Website: [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 |
| **Experience and Attainments** | * Previous experience of working with children and families in the public, private or voluntary sector |  |
| **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 |
| **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** |