

Cranbrook Primary School

Person Specification: Family and Community Manager

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Knowledge and skills equivalent to national qualifications level 3.
EXPERIENCE	<ul style="list-style-type: none">• Previous experience of working with children and families in the public, private or voluntary sector.• Experience of facilitating groups.• Experience working within a multi-agency environment.• Supervisory experience.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication, listening and observation skills.• Ability to deal with difficult/sensitive situations.• Ability to manage confidential information.• Organisational abilities and accurate record keeping skills.• Ability to facilitate parenting skills.• Good inter-personal skills.• High level written communication skills – including report writing.
KNOWLEDGE	<ul style="list-style-type: none">• Sound knowledge and understanding of child growth and development.• Knowledge of the parenting needs of children.• Knowledge of barriers to learning.• Knowledge of the working practices and referral processes of relevant external agencies.• Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting.