



**Barnsole Primary School**  
**Family Liaison Officer – Person Specification**



Attributes	Essential Criteria	Desirable Criteria
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Experience in community work, counselling skills, or similar</li> <li>• Experience in facilitating parenting groups</li> <li>• A willingness to undertake relevant childcare, education, social care or health qualification to at least NVQ Level 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant childcare, education, social care or health qualification to a least NVQ Level 2 or equivalent</li> <li>• Evidence of commitment to lifelong learning</li> <li>• Qualification in First Aid</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Relevant background in childcare, education, social care or health, including extensive experience of working with children and families</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in an educational setting</li> <li>• Proven track record of effectively helping parents and families</li> </ul>
<b>Professional Knowledge:</b>	<ul style="list-style-type: none"> <li>• Working knowledge and understanding of Every Child Matters and the Children Act 2006</li> <li>• Up to date knowledge of safeguarding policies and procedures</li> <li>• Understanding of child development and children's needs</li> <li>• Understanding of equal opportunities and anti-discriminatory practice</li> <li>• Knowledge of the benefits system</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the area and local services</li> <li>• Knowledge of the Early Help process</li> </ul>
<b>Personal Qualities &amp; Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to work with children and families in a variety of settings within school, at home or in the community</li> <li>• Ability to work flexibly and supportively with parents and carers</li> <li>• Ability to work collaboratively with teachers and other professionals</li> <li>• Good interpersonal, skills with the ability to communicate effectively with children and adults, individually and in groups</li> <li>• Ability to speak confidently to a range of audiences</li> <li>• Ability to use tact, diplomacy, sensitivity and good humour</li> <li>• Ability to take responsibility and work on initiative within set boundaries</li> <li>• Good organisation and time management skills</li> <li>• Good written communication skills</li> <li>• Ability to keep clear accurate records</li> <li>• Ability to use ICT effectively for recording, monitoring and reporting</li> </ul>	

<b>Other requirements:</b>	<ul style="list-style-type: none"><li>• Willingness to work flexibly as part of a team</li><li>• Commitment to self-development and willingness to undertake further training</li><li>• DBS Clearance for working with children</li><li>• Clean current driving licence and use of a car</li></ul>	
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Evidence that candidates meet the essential requirements will be considered during short-listing from the application form and any personal statement provided. At interview candidates will be expected to answer questions about their professional knowledge and experience, along with personal qualities and skills. The interview will also explore issues relating to safeguarding and promoting the welfare of children.