

PERSON SPECIFICATION

JOB TITLE: Family Liaison Officer

DEPARTMENT: Education

GRADE:

POST NO:

PREPARED BY:

DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	Significant experience of direct work with children and families in the public, private and voluntary sector.		A/I
E	Safeguarding and child protection.		A/I
D	Knowledge of SIMS		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Sound knowledge and understanding of child growth development.		A/I/T
E	Knowledge of the parenting needs of children.		A/I/T
D	Knowledge of basic child protection issues.		A/I
D	Knowledge of special educational needs.		A/I
D	Knowledge of school entry procedure.		A/I
D	Child / family services and resources within area.		
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	Excellent communication, listening and observation skills.		A/I
E	Ability to handle confidential information.		A/I
E	Ability to work in partnership with children and families and also with other agencies and professionals.		A/I
E	Ability to communicate effectively with children and families in individual and group settings.		A/I
E	Ability to maintain accurate written records and produce concise and informative reports.		A/I
E	Ability to facilitate parenting skills.		A/I
E	Good inter-personal skills.		A/I
E	Ability to work on own initiative and under supervision.		A/I
E	Ability to motivate self and others to achieve change.		A/I
E	Ability to recognise own limitations and where specialist skills are required.		A/I
E	Good ICT skills.		
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =		
E	Good basic education with competency in literacy and numeracy.		A/I
E	Willingness to undertake further training.		A/I
D	Health and Safety.		A/I
D	First Aid.		A/I
D	Driving Licence.		
D	Willingness to undertake a foundation course in basic counselling skills.		
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W =		
E	Positive, professional manner.		A/I

E	Good communication skills.	A/I
E	Committed to professional development and performance management.	A/I
E	Willingness to undertake duties outside normal working hours as required.	A/I
		A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =	A/I
	CONTRA INDICATIONS, if any W =	
		A/I