|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| cid:image001.jpg@01D0F07C.2109DD90 | | | | | | Y:\Branding\New Branding 2012\The Disabilities Trust\JPG\dt_logo_rgb_small.jpg | | |
| ASSISTANT FAMILY PARTNERSHIP OFFICER, HEATHERMOUNTPERSON SPECIFICATION **CRITERIA REQUIRED FOR THIS POST** | | | | | | | | | |
| ESSENTIAL | | | | DESIRABLE | | | | | |
| *Requirement* | How Identified | **Met**  **Yes No** | | Requirement | How Identified | | **Met**  **Yes No** | | |
| **EDUCATION, TRAINING AND QUALIFICATIONS** | | | | | | | | | |
| Willingness to undertake training | Interview |  |  | NVQ level 2 and/ or 3 in Business Administration | Application Form  Certificates | |  |  | |
| **KNOWLEDGE, EXPERTISE & EXPERIENCE** | | | | | | | | | |
| Experience of working in a school environment | Application Form  Interview |  |  | Experience of working in an SEN environment | Application Form  Interview | |  |  | |
| Previous experience within an Administrative role | Application Form  Interview |  |  | Knowledge of or willingness to develop a knowledge and understanding of people with autism and/ or learning disabilities | Application form  Interview | |  |  | |
| Proven experience of producing and processing detailed information and report writing | Application form  Interview |  |  | Experience of attendance monitoring and reporting using a School Management Information system e.g. SIMS | Application form  Interview | |  |  | |
| Proven experience of your ability to prioritise, plan and organise workloads | Application form  interview |  |  | Experience of handling data | Application form  Interview | |  |  | |
| Proven experience of working within a team and/ as an individual | Application form  Interview |  |  | Experience of working with external agencies and links with the community | Application form  Interview | |  |  | |
|  |  |  |  | Demonstrate commitment to Equality and Diversity (knowledge of discrimination, disability and equal opportunities) | Application form  Interview | |  |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SKILLS, ABILITIES AND PERSONAL ATTRIBUTES** | | | | | | | |
| IT skills including the ability to open and send emails using Outlook, the ability to use Microsoft office and the ability to navigate the internet | Application form  Interview  IT Test |  |  | Demonstrate a willingness to promote a positive attitude towards pupils’ education. | Application form  Interview |  |  |
| Ability to work the hours required to fulfil the role | Interview  Application Form |  |  | A keen eye for details | Application form  Interview |  |  |
| Ability to be flexible in your approach | Application form  Interview |  |  | Research skills | Application form  Interview |  |  |
| Excellent interpersonal skills | Interview |  |  |  |  |  |  |
| Excellent communication skills, both oral and written | Application form  Interview |  |  |  |  |  |  |
| Ability to use own initiative | Application form  Interview |  |  |  |  |  |  |
| **OTHER REQUIREMENTS** | | | | | | | |
|  |  |  |  | Enhanced CRB/DBS  (Will be applied for as condition of post) | CRB |  |  |
|  |  |  |  |  |  |  |  |

**Assistant Family Partnership Officer**

**Person Specification – May 2018**