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| 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 FormCertificates |  |  |
| **KNOWLEDGE, EXPERTISE & EXPERIENCE** |
| Experience of working in a school environment | Application FormInterview |  |  | Experience of working in an SEN environment | Application FormInterview |  |  |
| Previous experience within an Administrative role | Application FormInterview |  |  | Knowledge of or willingness to develop a knowledge and understanding of people with autism and/ or learning disabilities | Application formInterview |  |  |
| Proven experience of producing and processing detailed information and report writing | Application formInterview |  |  | Experience of attendance monitoring and reporting using a School Management Information system e.g. SIMS | Application formInterview |  |  |
| Proven experience of your ability to prioritise, plan and organise workloads | Application forminterview |  |  | Experience of handling data | Application formInterview |  |  |
| Proven experience of working within a team and/ as an individual | Application formInterview |  |  | Experience of working with external agencies and links with the community | Application formInterview |  |  |
|  |  |  |  | Demonstrate commitment to Equality and Diversity (knowledge of discrimination, disability and equal opportunities) | Application formInterview |  |  |

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| **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 formInterviewIT Test |  |  | Demonstrate a willingness to promote a positive attitude towards pupils’ education. | Application formInterview |  |  |
| Ability to work the hours required to fulfil the role | InterviewApplication Form |  |  | A keen eye for details | Application formInterview |  |  |
| Ability to be flexible in your approach | Application formInterview |  |  | Research skills | Application formInterview |  |  |
| Excellent interpersonal skills | Interview |  |  |  |  |  |  |
| Excellent communication skills, both oral and written | Application formInterview |  |  |  |  |  |  |
| Ability to use own initiative | Application formInterview |  |  |  |  |  |  |
| **OTHER REQUIREMENTS** |
|  |  |  |  | Enhanced CRB/DBS(Will be applied for as condition of post) | CRB |  |  |
|  |  |  |  |  |  |  |  |

**Assistant Family Partnership Officer**

**Person Specification – May 2018**