**Person Specification**

**Engagement Officer**

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|  | **Essential** | **Desirable** | **Measure** |
| **Qualifications** |  |  |  |
| Relevant training for working with young people aged between 11-16 |  | X | Certificate/ Application/  Interview |
| NVQ accreditation in a relevant subject or area |  | X |
| Minimum grade C in English/Maths or equiv | X |  |
| **Experience** |  |  |  |
| Experience of working with young people aged 11-16 | X |  | Application form/ Interview |
| Experience of working with people young people with challenging behaviour and evidence of ability to manage this successfully. | X |  |
| Experience of working in a secondary school setting |  | X |
| **Skills/Knowledge/Abilities** |  |  |  |
| Good working knowledge of IT and educational software |  | X | Application form/ Interview |
| Excellent communication and listening skills | X |  |
| Ability to deal with emotional and difficult situations |  | X |
| Good research and planning |  | X |
| Determination to see a problem, look for, and put solutions in place |  | X |
| Respond well to pressured situations | X |  |
| Non-judgemental | X |  |
| Organised | X |  |
| Able to manage time effectively | X |  |
| Flexible and adaptable | X |  |
| Ability to relate to young people and adults | X |  |
| Role model expected behaviours | X |  |
| Ability to work autonomously and as part of a team |  | X |
| Rights and responsibilities of parents |  | X |
| Treat information with respect and confidentiality | X |  |
| **Attitudes** |  |  |  |
| A commitment to and an enthusiasm for the post | X |  | Application form/ Interview |
| Willingness to learn the aspects of secondary school organisation |  | X |
| Polite and professional approach | X |  |
| Calm under pressure | X |  |
| Ability to establish and maintain supporting professional relationships with young people and their families |  |  |
| **Other Factors** |  |  |  |
| Ability to write reports and maintain accurate records |  | X | Application form/ Interview |
| Committed to equality and diversity | X |  |
| Committed to safeguarding | X |  |
| Attendance at some evening and early morning meetings may be required | X |  |