Eastbury Primary School

Person Specification – Family Support Worker

Skills and Abilities	Essential	Desirable		
			A	I
The ability to work effectively and efficiently independently and as part of a team	✓		✓	✓
Communication skills, oral, written and presentation	✓		✓	✓
The ability to communicate with parent and families In both a sensitive and supportive manner	✓		✓	✓
Proficiency in the use of ICT and software packages to support record keeping and correspondence	✓		✓	
The ability to liaise with external agencies	✓		✓	✓
Knowledge				
Sims or other admission systems		✓	✓	✓
Early help referral systems		✓		✓
Health and safety policy and the role of the individual in ensuring its implementation	✓			✓
Equalities and inclusion policies and how these are implemented in schools	✓		✓	✓
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓			✓
Qualifications and experience				
NVQ level 4 or equivalent qualification (eg, a first degree)		✓	✓	
GCSE grade 'C' (equivalent) or above in English and mathematics	✓		✓	
Experience of managing an extended provision		✓	✓	✓
Experience of working with families and providing relevant support	✓		✓	✓
Has or is willing to work towards a social care qualification		✓	✓	✓
Safeguarding Level 2		✓		✓
Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓		✓	✓
Attitude and Personal Qualities				
Commitment to the protection and safeguarding of children and young people	✓			✓
Understanding the need for discretion and confidentiality including the requirements of data protection and disclosure of information	✓			✓
The ability to work under pressure and meet deadlines	✓			✓
Key: A: application I: interview				