

***‘Helping every person achieve things they never thought they could’***

## PERSON SPECIFICATION

<b>Job Title</b>	<b>EDUCATION WELFARE OFFICER</b>
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<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Level 2 qualification in English and maths or equivalent	√	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	√	
A relevant Level 3 qualification		√
Level 3 Child Safeguarding qualification		√

<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Experience of working in a school environment	√	
Experience and knowledge of issues affecting students and young people and to offer supportive assistance	√	
Record keeping	√	
Report writing	√	
<b>SKILLS</b>	<b>ESSENTIAL</b>	<i>DESIRABLE</i>
Ability to effectively communicate with a wide range of audiences, verbally and in writing	√	
Ability to use standard ICT packages including Microsoft Office	√	
Excellent time management and organisation skills	√	
Resilience and an ability to work in difficult situations, including dealing with conflict	√	

Ability to build effective working relationships with all stakeholders, including professionals, students and parents	√	
Ability to undertake assessments and write reports to a high standard	√	
Knowledge of the legislative framework that underpins school attendance and the work of an Education Welfare Officer	√	
Knowledge of safeguarding principles and legislation	√	
Ability to work well under pressure and manage competing deadlines	√	
Ability to relate to students in a sympathetic manner and to recognise potential child safeguarding issues	√	
Understanding of School child safeguarding procedures	√	
<b>OTHER</b>	<b>ESSENTIAL</b>	<i>DESIRABLE</i>
Satisfactory DBS check	√	
Full Driver's License	√	

<b>Date Person Specification prepared/updated</b>	July 2024
<b>Person Specification prepared by</b>	HR