

Job Specification

<u>Knowledge, skills and experience requirements for the post.</u>		
<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	Essential	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience of working in a school environment.	Essential	
Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	Essential	
Knowledge of other agencies able to support students with specific vulnerabilities and how to access this support	Essential	
Experience of the Common Assessment Framework and its use to support families and students		Desirable
<u>Skills</u>	<u>Essential</u>	<u>Desirable</u>
Excellent communication and listening skills	Essential	
Ability to respect and maintain confidentiality	Essential	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	Essential	
Good time management and organisation skills	Essential	
Ability to work with students and have a real interest in the issues faced by this age group	Essential	
<u>Other</u>	<u>Essential</u>	<u>Desirable</u>
Satisfactory Enhanced Criminal Records Disclosure	Essential	
Assessed and advised by Occupational Health	Essential	