

Person Specification

Family Liaison Officer & Deputy Designated Safeguarding Lead



Factor	Essential	Desirable	Assessment*
Qualification	<ul style="list-style-type: none"> Educated to a minimum of 3 GCSE (or equivalent) Grade 4 in Maths and English. 	<ul style="list-style-type: none"> NVQ2 in Health and social care qualification. CLAIT or relevant qualification. 	A, D
Experience	<ul style="list-style-type: none"> Experience of working in a similar role. 	<ul style="list-style-type: none"> Experience with TAC process, CP Conferences, LAC reviews, CIN meetings and associated paperwork and reporting processes. Experience prioritising a safeguarding caseload. 	A, I, R
Skills and Knowledge	<ul style="list-style-type: none"> A basic knowledge of signs of child abuse. Good communication skills, both verbal and written. Good organisation skills. Competent ICT Skills. 	<ul style="list-style-type: none"> Have a working knowledge of school databases. 	A, I, R
• Personal Attributes	<ul style="list-style-type: none"> Ability to work collaboratively with colleagues from outside agencies e.g. social care, health care. Have good organisational skills and the ability to manage time effectively. Good communication skills, both verbal and written. Professional and polite telephone manner/face-to-face with visitors. Ability to prepare reports/records/data as required. Ability to create spreadsheets. Be willing to work within organisational procedures and processes, and to meet the required standards for the role. Ability to take minutes and effective distribution. Able to maintain an exceptionally high level of confidentiality at all times. Act as a role model to our young people. Be resilient and demonstrates ability to work well under pressure. Ability to work as part of a team and on own initiative. Ability to act in a professional manner when dealing with the school's stakeholders. Be hard working, reliable, trustworthy and enthusiastic. Good timekeeping. Able to follow instructions. Candidates should indicate a commitment to equal rights regardless of age, gender, orientation, ethnicity or religion. 	<ul style="list-style-type: none"> Ability to contribute confidently in team meetings. Be able to demonstrate some decision making abilities. Ability to delegate, train and share knowledge with others. Demonstrate innovation and initiative within the workplace. Display flexibility in working hours to accommodate after school meetings/events. 	A, I, R

*Assessment Method – details how the criteria will be assessed

A = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence