



**Longcause Community
Special School**

**PERSON SPECIFICATION -
FAMILY TEAM ADMINISTRATOR**

| Criteria | Essential | Desirable |
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| Qualifications & Training | <ul style="list-style-type: none"> ● GCSEs (or equivalent) including English and Maths ● Willingness to undertake safeguarding and role-specific training (including Prevent) ● Commitment to ongoing professional development as directed by Family Team Lead | <ul style="list-style-type: none"> ● Relevant qualification in childcare, safeguarding, education, health & social care ● Deputy DSL or safeguarding training already completed ● First Aid qualification |
| Experience | <ul style="list-style-type: none"> ● Experience of working with children, young people, or families ● Experience of providing advice, guidance, or support to parents/carers ● Experience of working as part of a team and following direction ● Administrative experience including record keeping and data systems | <ul style="list-style-type: none"> ● Experience in a school or specialist school setting ● Experience supporting safeguarding processes or referrals ● Experience working with external agencies (e.g. social care, health professionals) ● Experience using school systems (e.g. SIMS, CPOMS) |
| Knowledge & Understanding | <ul style="list-style-type: none"> ● Understanding of safeguarding and child protection responsibilities ● Awareness of barriers to | <ul style="list-style-type: none"> ● Knowledge of KCSIE, Children Act 1989, and safeguarding frameworks ● Understanding of SEND and |

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| | <p>learning (social, emotional, behavioural, health)</p> <ul style="list-style-type: none"> • Understanding of confidentiality and data protection (GDPR) | <p>pastoral support strategies</p> <ul style="list-style-type: none"> • Knowledge of multi-agency working practices |
| Skills & Abilities | <ul style="list-style-type: none"> • Strong communication skills (written and verbal) with parents, staff, and professionals • Ability to build positive relationships with families and pupils • Good organisational skills and ability to manage a varied workload • Ability to follow direction and work effectively under guidance of Family Team Lead • IT skills for record keeping, communication, and administration | <ul style="list-style-type: none"> • Ability to support training or guide colleagues in safeguarding processes • Confidence in leading aspects of family engagement initiatives • Ability to contribute to school-wide pastoral or safeguarding strategy • Experience managing websites, newsletters, or social media |
| Personal Qualities | <ul style="list-style-type: none"> • Professional, approachable, and empathetic manner • Resilient and confident in handling complex or sensitive situations • Commitment to safeguarding and promoting welfare of children • Ability to maintain confidentiality at all times • Flexible, reliable, and able to respond to changing priorities • Commitment to working collaboratively under direction of Family Team Lead | <ul style="list-style-type: none"> • Ability to influence and engage hard-to-reach families • A proactive mindset in developing family support approaches |