

Person Specification Transition & Outreach Officer

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
Education and Qualifications	<ul style="list-style-type: none"> • Educated to GCSE standard or equivalent, with GCSE English and mathematics grade C or • Level 3 qualifications 	<ul style="list-style-type: none"> • A degree or post graduate qualification • Safeguarding training / qualifications 	Application
Skills and Abilities	<ul style="list-style-type: none"> • Confidence in dealing with pupils, parents and outside agencies in person and on the telephone • To be a flexible and helpful member of a team • Enjoy working with young people • Ability to work under pressure and meet deadlines • Consistently high expectations • Self-motivated and self-confident • Willingness to take on delegated responsibility 		Interview Reference
Knowledge and Experience	<ul style="list-style-type: none"> • School attendance and the DfE guidance and laws relating to attendance • Experience of undertaking a range of clerical duties • Use of ICT, in particular, office packages such as Word and Excel. • Extensive experience of working effectively with the parents /carers of children / young people • Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency 	<ul style="list-style-type: none"> • First Aid qualification • Knowledge of Arbor would be an advantage, but training will be given 	Application Interview Reference

Other Requirements	<ul style="list-style-type: none">• Belief in every child• Confident• Good communicator• To pay attention to detail• Commitment to inclusion• To undergo an enhanced DBS check	<ul style="list-style-type: none">• Ability to anticipate problems• Ability to build on the experience, advice and contribution of others.	Application Interview Reference
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