

HOTSPUR PRIMARY SCHOOL

FAMILY SUPPORT ADVISOR - PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Able to produce accurate and up to date record and reports • Able to build meaningful relationships with families • Able to work within and apply all relevant school policies • Able to work in partnership with other agencies • Able to prioritise workload and manage own time effectively • Solution focused, team player 	<ul style="list-style-type: none"> • Knowledge of services available to families in Newcastle • Training in Early Help • Previous school based experience, or experience of working within schools 	<ul style="list-style-type: none"> • Application form • References • Interview
2. Qualifications	<ul style="list-style-type: none"> • Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency 	<ul style="list-style-type: none"> • Qualification relevant to family support • Current First Aid Certificate 	<ul style="list-style-type: none"> • Application form • References • Interview
3. Experience	<ul style="list-style-type: none"> • Experience of working in a multi-agency way • Experience of record keeping in relation to safeguarding • Experience of using ICT 	<ul style="list-style-type: none"> • Previous experience in a family support role 	<ul style="list-style-type: none"> • Application form • References • Interview

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4. Disposition	<ul style="list-style-type: none"> • Enthusiastic, positive, confident • Welcoming of change and ability to respond to it with a flexible approach • Caring, supportive, nurturing • Reflective on own performance • Reliable, punctual, organised, visionary • Sense of humour • Liking of children and families • Commitment to equal opportunities and anti-discriminatory practices 		<ul style="list-style-type: none"> • Application form • References • Interview
5. Special Requirements	<ul style="list-style-type: none"> • Very good health and attendance record • DBS enhanced disclosure 		<ul style="list-style-type: none"> • Application form • References