**St Maria Goretti Catholic Primary School**

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| **Person Specification For** | | |
| **Personal Attributes** | **Essential (E)**  **or**  **desirable (D)** | **To be identified by:**  **(e.g. application form,**  **interview, reference etc)** |
| **Qualifications**  Recognised and relevant NVQ Level 3 qualification or equivalent  GCSE or equivalent qualification in English/Literacy and Mathematics/Numeracy  Relevant social work/family support work qualification | E  E  D | AF/I  AF/I  AF/I |
| **Experience**  Experience of working with children across the primary age range  Experience of engaging, supporting and working with vulnerable families, securing engagement  Experience of effective multi-agency working  Experience of administrative work  Experience of working in a team, supporting each other to achieve shared objectives  Experience of supporting multi-agency meetings and developing and implementing support plans | E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge, skills and abilities** |  |  |
| Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to relate well to parents/carers  Ability to build a trusting relationship with the parents and families  Ability to demonstrate empathy, resilience and persistence in working with families who are facing complex challenges and may be reluctant to engage with services  Deal with difficult situations and individuals in a calm,fair but effective manner.  Time management skills  Organisational skills  Administrative skills  Flexible attitude to work | E  E  E  E  E  E  E  E  E  E | AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R |
| **Other**  Commitment to undertake in-service development  Commitment to safeguarding and protecting the welfare of children and young children | E  E | AF/I/R  AF/I/R |
| **Special Requirements**  Knowledge of multi-agency referrals  Knowledge of Early Help (formerly CAF/TAF) procedures  Knowledge of good parenting and the risk factors that can impact on children  Ability to collate, organise, record chronology of pupil welfare and confidential files  Essential car user  Knowledge of C-Poms | E  E  E  E  E  D | AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R  AF/I/R |