

**WARGRAVE HOUSE SCHOOL & COLLEGE**  
**PERSON SPECIFICATION – FAMILY LIAISON OFFICER (Maternity Cover)**

	DESCRIPTION	Essential	Desirable	Evidence
QUALIFICATIONS	Valid driving license and own vehicle	X		Application form (proof of qualifications to be provided at interview)
	GCSE Grade 4 or above (or equivalent) Maths & English	X		
	Graduate qualification relevant to post		X	
	Counselling qualification		X	
EXPERIENCE	Successful working with parents/carers and other stakeholders	X		Application Form Interview References
	Involvement in project development and improvement planning		X	
	Experience of multi-agency working	X		
	Experience of work in an education setting	X		
	Experience of dealing with difficult and sensitive situations with families	x		
KNOWLEDGE	Understanding of health, education and social care legislation	X		Application Form Interview
	Awareness of implementation of legislation relating to Safeguarding and online safety	X		
	Understanding of the personalisation of educational provision		X	
	Understanding of autism and implications for life and learning	X		
SKILLS	Clear vision of strategies to support positive outcomes	X		Application Form Interview
	Excellence in day-to-day contribution and reliability	X		
	Ability to motivate and inspire others		X	
	Ability to set and work to deadlines	X		
	Willingness to lead and take part in extra-curricular activities		X	
	High order communication skills	X		
	Good organisational skills, time management & execution of tasks	X		
	Excellent report writing skills	X		
	Capacity to motivate and inspire and provide creative solutions to family matters	X		
	Ability to promote services that effect high standards and expertise	X		
	Ability to project a professional image	X		
PERSONAL QUALITIES AND ATTRIBUTES	Commitment to equality, diversity and inclusion	X		Application Form Interview References
	Passion for working with autistic young people	X		
	Flexibility and adaptability	X		
	Energy, enthusiasm, optimism and ambition	X		
	Commitment to actively promoting the policies & procedures of the school & college	X		
	Sensitivity, diplomacy and tact	X		
	A sense of humour and the ability to maintain a healthy work/life balance	X		
	An excellent team player	X		
	Clear commitment to supporting staff development	X		
	Confidentiality	X		
	Self-motivation	X		
	Commitment to personal and professional development	X		
SAFEGUARDING	Committed to safeguarding and promoting the welfare of children and young people	X		

\* If a candidate does not have the required qualification then, at the discretion of Wargrave House Limited, their application may still be considered with the expectation that they obtain this within 6 months of their employment.

\*\* Whilst successful candidates may be asked to work across any phase of the provision, candidates are expected to have an understanding of either the Post-16/Adult Core Curriculum or National Curriculum depending on the current vacancies.

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.