



**MEADOW  
PARK  
SCHOOL**



**FINHAM PARK**  
MULTI ACADEMY TRUST

**PERSON SPECIFICATION**

Job Title:	<b>Home School Liaison Officer</b>	Salary: <b>Grade 5</b>
Location:	<b>Meadow Park School</b>	

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications &amp; Experience</b>	<p>At least 5 GCSEs grade C and above (including English and Maths)</p> <p>Working with vulnerable young people/adults</p> <p>A proven track record of relevant work with young people</p>	<p>Previous experience of improving attendance</p> <p>Relevant training/qualification level 3 or above</p> <p>Involvement in further formal professional development</p>	<p>Application form, Original Qualification Documents &amp; references</p>
<b>Knowledge &amp; Understanding</b>	<p>Good understanding of the different types of relationships young people/children need e.g. family peers, professional staff and other young people</p> <p>To provide support and to promote these relationships in the interests of the child/young person</p> <p>To work in a non-discriminatory way to ensure that parents/children/staff get fair treatment</p> <p>An awareness of legislation affecting school attendance e.g. 1996 Education Act and 1991 Children's Act</p> <p>An awareness of the reasons for non-school attendance and school procedures for dealing with this</p> <p>Understanding of equal opportunities issues and an awareness of what this involves</p> <p>Effective record keeping</p>	<p>Some understanding of the needs and characteristics of young people</p> <p>An understanding of the Code of Practice.</p>	<p>Application, references &amp; selection process</p>



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<b>Skills &amp; Abilities</b>	<p>Excellent interpersonal and communication skills at all levels</p> <p>Skills in dealing with confrontational behaviour and conflict</p> <p>To work well with hard to engage parents</p> <p>Organisational skills and the ability to prioritise workload</p> <p>Skills in liaising effectively with a variety of other agencies</p> <p>Typing/keyboard skills</p> <p>Ability to investigate and collate information for reports</p> <p>Ability to write clearly and professionally</p> <p>To be aware of one's influence as a role model and as a representative of the school</p> <p>To work as a reliable member of a team</p> <p>To be able to influence others and lead discussions to achieve the desired outcome</p> <p>To be able to deal with sensitive issues in a confidential manner</p> <p>To be able to work alone and on own initiative</p> <p>To have a full driving licence and be able to transport pupils when necessary</p>		<p>Application, references &amp; selection process</p>
<b>Special Requirements</b>	<p>We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).</p>		