

Parent Support Adviser – Person Specification		
CRITERIA	QUALITIES	ESSENTIAL (E) DESIRABLE (D)
Qualifications and training	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths 	E
	<ul style="list-style-type: none"> Current Designating Safeguarding Lead (DSL) Training 	D
Experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting 	E
	<ul style="list-style-type: none"> Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> - Building relationships with children and their parents, particularly the most vulnerable - Working and communicating effectively with relevant agencies - Implementing and encouraging good safeguarding practice throughout a large team of people 	E
	<ul style="list-style-type: none"> Demonstrable evidence of developing and implementing strategies to help children and their families 	D
	<ul style="list-style-type: none"> Experience of handling large amounts of sensitive data and upholding the principles of confidentiality 	D
Skills and knowledge	<ul style="list-style-type: none"> Knowledge of legislation and guidance on safeguarding, Early Help, attendance monitoring, and working with young people, including knowledge of the responsibilities of schools and other agencies 	E
	<ul style="list-style-type: none"> Ability to work with a range of people with the aim of ensuring the safety and welfare of children 	E
	<ul style="list-style-type: none"> Awareness of local and national agencies that provide support for children and their families 	D
	<ul style="list-style-type: none"> Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns 	E
	<ul style="list-style-type: none"> Good IT skills, (prior experience of CPOMs would be an advantage) 	E
	<ul style="list-style-type: none"> Effective communication and interpersonal skills 	E
	<ul style="list-style-type: none"> Ability to build effective working relationships with staff, families, and other stakeholders 	E
	<ul style="list-style-type: none"> The ability to remain calm in stressful situations 	E
Personal qualities	<ul style="list-style-type: none"> Commitment to ensuring the safety and welfare of children 	E
	<ul style="list-style-type: none"> Commitment to upholding and promoting the ethos and values of the school 	E
	<ul style="list-style-type: none"> Integrity, honesty and fairness 	E
	<ul style="list-style-type: none"> Ability to work under pressure and prioritise effectively 	E
	<ul style="list-style-type: none"> Commitment to maintaining confidentiality at all times 	E
	<ul style="list-style-type: none"> Commitment to equality 	E