

Advice Worker Person Specification

Requirement	Essential	Desirable
A qualification at level 3 or above	X	
GCSE English & Maths grade C or above	X	
Ability to produce reports, letters and presentation to a high standard	X	
Able to speak another language (e.g. Yoruba, Pasha)		X
A background in at least one of the following areas: Advice work, SEN case work, Social Services, Housing, Welfare	X	
Able to manage own workload and prioritise	X	
Able to represent the school at a range of events		X
Excellent communication skills with a diverse range of audiences	X	
High standards of confidentiality and integrity	X	
Excellent standard of ICT skills (including Word, Publisher, Excel, Outlook)	X	
Able to liaise with a wide range of professionals	X	
Flexible approach and calm manner	X	
Able to develop the role as the needs of parents/carers diversify		X
Commitment to and understanding of equal opportunities	X	
Knowledge of safeguarding issues within a vulnerable client group	X	
Ability to work on own initiative while keeping SLT informed	X	
Team worker, with the ability to contribute own ideas and compromise where appropriate	X	
Willing to undertake training and other CPD activities in order to develop specialist skills needed for the role	X	
Very good standards of punctuality and attendance	X	