



## Employee Specification Form

Post Number	
Job Title	Family Support and Safeguarding Officer
Department	Bedford Drive Primary School
Prepared by and date	Laura Horton June 2025

**Important – Study “Explanatory Notes” printed overleaf before completing form**

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 3 qualification or equivalent</li> <li>GCSE Grade A*-C (or equivalent) in Maths and English</li> <li>Designated Safeguarding Lead training or willingness to complete this.</li> </ul>	App	<ul style="list-style-type: none"> <li>ELSA training</li> <li>Trauma Informed Practice training</li> <li>Mental Health First Aid</li> </ul>	App
<b>Experience</b> <ul style="list-style-type: none"> <li>Ability to use own initiative</li> <li>Experience of working within a team</li> <li>Experience of working with vulnerable families and seeking support</li> <li>Confident dealing and communicating with families who have complex and challenging needs</li> <li>Ability to deal with complex and extremely challenging pupil behaviour and their families/carers</li> <li>Working with a range of multi-agencies to achieve positive outcomes</li> </ul>	App/Interview	<ul style="list-style-type: none"> <li>Management / Supervisory experience</li> <li>Experience of working in a school</li> <li>Experience of working with family support services</li> <li>Experience of delivering family workshops</li> <li>Experience of working with children experiencing EBSA.</li> </ul>	App/Interview
<b>Knowledge and skills</b> <ul style="list-style-type: none"> <li>Understanding of safeguarding and KCSIE expectations</li> <li>Understanding of child protection issues and current safeguarding legislation</li> <li>Knowledge of the referral processes to social care and to a variety of agencies</li> <li>Working with families to help plan strategies and interventions to address individual pupil issues</li> <li>Knowledge of school policies and procedures relating to pupils, for example Behaviour Management and Safeguarding</li> <li>Maintenance and updating of records and case files</li> <li>Excellent communication and interpersonal skills</li> <li>Good ICT skills</li> </ul>	App/Interview	<ul style="list-style-type: none"> <li>Knowledge and experience of online record keeping systems, e.g. CPOMS or similar</li> <li>Knowledge of ACEs and Trauma informed practices</li> <li>Knowledge of positive behaviour management</li> </ul>	App/Interview
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Role may include home visits</li> <li>Initiative, warmth and empathy</li> <li>Flexibility and enthusiasm</li> <li>Good sense of humour</li> <li>Ability to manage own time and prioritise tasks.</li> </ul>	App/Interview		

# Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

## Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

*Any candidate who does not meet the essential requirements must be rejected.*

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

## Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

## Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc