



Person Specification

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St. Helens Council

Job Title: Education Welfare Officer

Ref No: EENEA28

Knowledge	E = Essential D = Desirable	Identified by
Understanding of key educational issues relating to the securing of regular school attendance and raising of attainment particularly of traveller pupils and children in public care.	E	AF/I
Understanding of LEA's Aims/targets/EDP.	D	AF/I
Knowledge of Child Protection issues.	D	AF/I
Understanding of legal framework of non attendance.	D	AF/I
Skills and Abilities	E = Essential D = Desirable	Identified by
Effective writing skills.	E	AF/I
Ability to manage and prioritise a caseload and work to deadlines.	E	I/IT
Ability to write reports for a range of purposes.	E	A/I/IT
Ability to work as part of a team.	E	I
Ability to work collaboratively with other agencies/services.	E	I
Ability to communicate with wide variety of audiences.	E	AF/I
Presentation Skills.	E	I
ICT User Skills.	D	AF/I
Experience	E = Essential D = Desirable	Identified by
Experience of working with young people.	E	AF/I
Experience of working with parents/carers.	D	AF/I
Experience of working with schools.	D	AF/I



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Qualifications	E = Essential D = Desirable	Identified by
Professional Qualification or equivalent (Teaching, Youth Work, Counselling, Social Work).	D	AF
Evidence of continued professional development.	D	AF
Other Circumstances	E = Essential D = Desirable	Identified by
Ability to work flexibly when necessary outside of normal working hours.	E	AF/I
Full driving licence & access to a vehicle for work purposes.	E	AF/I

Key

- AF = Application Form
- I = Interview
- IT = In Tray Exercise

NB If an applicant can not drive as they are precluded by disability applications are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirement to enable the duties to be carried out effectively and efficiently with reasonable adjustment.