

This Employee Specification is to include the essential or desirable qualities that candidates should have in order to satisfy the performance requirements of the specified job. It should not include personal references that are not directly related to the tasks and duties of the post and care must be taken to avoid any conflict with existing equal opportunities guidance.

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|-------------------|-------------------------------------|
| <b>Service</b>    | Frome Learning Partnership          |
| <b>Section</b>    | Child and Family Support Team       |
| <b>Post title</b> | FLP Administrator (Maternity Cover) |
| <b>Reports to</b> | FLP Chairs, B&V Manager             |

| Essential   | Desirable   |
|---|---|
| <p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Educated to GCSE standard or higher with passes in maths and English</li> <li>• Strong skills in English and mathematics</li> <li>• Strong skills in the use of Microsoft Office, including: Outlook, Word and Excel</li> </ul>   | <ul style="list-style-type: none"> <li>• Recent safeguarding training</li> <li>• Further professional development or qualifications relevant to the role</li> <li>• Experience using databases and Powerpoint</li> </ul>  |
| <p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Administrative experience working in an office environment, or similar</li> <li>• Experience of working collaboratively with schools and other agencies</li> <li>• Experience of safeguarding protocols</li> <li>• Working with teams to implement new procedures or review existing ones</li> </ul>  | <ul style="list-style-type: none"> <li>• Direct experience working within safeguarding protocols to keep pupils safe and assess risk</li> <li>• Experience working within a school and/or early help environment</li> <li>• Experience working as a member of a collaborative team</li> </ul> |
| <p><b>SKILLS AND KNOWLEDGE</b></p> <ul style="list-style-type: none"> <li>• Excellent organisational and timekeeping skills</li> <li>• Excellent interpersonal and communications skills</li> <li>• Highly proficient in the use of standard IT systems (Outlook, Word, Excel, etc.)</li> <li>• Polite and able to demonstrate the ability to treat everyone equally and without prejudice</li> <li>• Ability to think creatively and flexibly in order to overcome problems</li> <li>• Ability to maintain accuracy and attention to detail while meeting deadlines</li> <li>• Ability to respond to multiple request for support in a calm and professional manner</li> <li>• Ability to prioritise own workload</li> <li>• Ability to maintain absolute confidentiality regarding personal and sensitive data</li> </ul> | <ul style="list-style-type: none"> <li>• Experience working with children and young people and/or their families</li> <li>• Experience using purely electronic recording systems</li> <li>• Experience working with wider children's support services</li> </ul>                              |

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| <ul style="list-style-type: none"><li>• Ability to make day-to-day decisions within agreed parameters</li></ul>  |  |
| <p><b>OTHER</b></p> <ul style="list-style-type: none"><li>• A positive, solution-focused approach to work and problems</li><li>• A current driving licence and car insured for business use, or the ability to travel freely between appointments as necessary</li><li>• It is a requirement of the post that the post-holder successfully obtains an Enhanced Disclosure from the Criminal Records Bureau</li><li>• Willingness to work flexible hours in agreement with managers in order to meet pupils' learning needs</li></ul> |  |