

Hobbs Hill Wood Primary School - Person Specification for Family Services Manager

The criteria in the person specification will be used as follows:

A – the panel will look for evidence on the candidate’s application form

I – the panel will look for evidence at interview

T– the panel will look for evidence in a task

	Essential	Desirable
Qualifications	Educated to degree level (A)	Evidence of commitment to further professional development (A)
Experience	- the business environment – managing staff, budgets (A,I) - supervising staff and workload; (A,I) - the education/ social care environment – either from an employee or parent’s perspective (A,I) - working in a multi-agency environment (A,I) - partnership working (A,I)	- sourcing external funding; (A,I) - working with the voluntary sector; (A,I) - working within Children’s Services or local authority equivalent area or other statutory services; and (A,I) - contract negotiation/commissioning.(A,I) - project development (A,I)
Knowledge	- child development and family wellbeing; (A,I) - parental services; and (A,I) - barriers to learning for children and young people. (A,I) - working with parents, children, young people and families (A,I) - Integrated processes; including the Families First Assessment, and Early Help systems (EHM) (A,I)	- the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and child and adult safeguarding - Children Act 1989 and the Education Act 2011 (A,I)
Skills and abilities	- promote the partnership’s aims positively; (I) - assess the needs of the partnership; (I) - interpret local and national data, statistics and performance information; (T) - develop good personal relationships within a team; (A,I) - establish and develop close relationships with partners and the community; (A,I) - hold stakeholders to account; (A,I) - communicate effectively (both orally and in writing) to a variety of audiences; including ability to write clear and confident reports; (A,I) - show appropriate organisational, time management, administrative and ICT skills; and (T) - work independently and pro-actively. (A,T)	- develop strategies for creating community links; (A,I) - develop new and innovative approaches to the commissioning of services; (A,I) - obtain funding for the partnership from a variety of sources; (A,I) - market the partnership to stakeholders and potential investors; and (I) - research, analyse and present information and data in order to assess the need for service development (T)
Personal competencies and qualities	- ability to communicate and support colleagues in a non-judgemental way; (I) - Resourceful; (A, I) - Well organised (A,I) - Flexible – able to adapt to changing situations (I) - confident and self-assured;(I) - Friendly and approachable (I)	