



Person specification			
Post title	Support Worker (Family and friends/SGO)	Pay Band	G
Service Area	Children's Services	Section/team	Fostering Service

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Demonstrate an ability to assess and gather information, formulate, implement and review action plans/risk assessment with carers, children and families.	E	A/I
S2	Demonstrate an ability to organise and prioritise own workload and maintain appropriate records. Including managing own caseloads when prioritising.	E	A/I
S3	Knowledge of relevant legislation in relation to children and families in regards to Special Guardianship Orders.	E	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	A/I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	A/I
P3	A demonstrable willingness to share information and work with other people.	E	A/I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	A/I
Communication			

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C1	Ability to communicate effectively with other service users who have complex needs	E	A/I
C2	Willing to participate in supervision sessions and in the Performance, Review and development process.	E	A/I
Qualifications			
Q1	To hold or be willing to work towards achieving a minimum of level 3 NVQ / QCF related to working with children.	E	A
Q2	Educated to GCSE level or equivalent	E	A
Health and safety			
H1	Ability to use equipment as instructed and trained	E	A/I
H2	Ability to inform management of any health and safety issues which could place individuals in danger	E	A/I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

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We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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