

CAMBRIDGESHIRE COUNTY COUNCIL

PERSON SPECIFICATION

Job Title:	Parents' School Preference Adviser
Section:	Special Educational Needs and Disability Information Advice and Support Service (SENDIASS)
Directorate:	People Services
Reports to:	Manager SENDIASS
Grade:	Scale 5
Location:	New Shire Hall, Alconbury Weald
Hours:	37 hours, term-time only plus two weeks one at the beginning and one at the end of the school summer holidays. This is a Fixed Term 1 Year contract. The salary is prorata.

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential:

- 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent.

Desirable:

- Degree or equivalent professional qualification;
- Qualifications in a relevant area, e.g. SEN, education.

Knowledge & Experience

Essential:

- Extensive experience in a post utilising essential skills and attributes;
- Knowledge of UK education system;
- Knowledge of local communities and districts.

Desirable:

- Understanding of County Council structure and decision- making processes;
- Understanding of basic requirements and expectations within the Admissions Code of Practice;

- Knowledge of schools in the local and surrounding specialisms;
- Knowledge of SEN, the SEN Code of Practice and relevant discrimination legislation;
- Understanding the role of other agencies and the voluntary sector in supporting parents.

Skills & Attributes

Essential:

- Calmness in stressful situations;
- Interpersonal communication;
- A sensitivity to cultural and language issues;
- Ability to work independently and as a member of a team;
- General ICT skills and proven word processing skills.

Desirable:

- Ability to carry out research and analysis and report on findings.

Special Requirements

Essential:

- Ability to travel around the county as required
- Ability to work out of office hours as required, reflecting the pattern of school-based parents meetings