



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	EHC Social Care Officer
Grade	Grade 5
Directorate	Families & Wellbeing
Service	Education

Criteria

Experience		
1. Experience of working with children and families.	A/I	E
2. Experience of working with SEND processes and procedures in line with national statutory requirements.	A/I	E
3. Experience of working in a fast-paced environment, prioritising workloads and setting and delivering targets.	A/I	E
4. Experience of working with a wide range of people/organisations, recognising their different priorities/perspectives.	A/I	E
5. Experience of effective communication with all partners including, parents/carers, schools and partner agencies	A/I	E
6. Experience of statutory children's social work or relevant experience with children/families within a voluntary agency or health trust.	A/I	D

Skills and Abilities		
1. Excellent interpersonal and communication skills both verbal and written	A/I/T	E
2. Ability to produce and present written information, which is accurate, detailed, prepared to a high standard and within tight timescales.	A/I/T	E

3. Ability to present information orally which is coherent and relevant to the requirements of a meeting/panel.	A/I	E
4. Ability to use a range of council databases, other information technology and MS office products competently and as an effective resource.	A/I	E
5. Information gathering, assessment and analysis skills enabling you to identify support needs in families.	A/I	E
6. Good organisational skills with an ability to respond to varied requirements, prioritise accordingly and work effectively to tight deadlines, using your own initiative.	A/I	E
7. Ability to build effective relationships with parents, carers, children and young people.	A/I	E
8. The ability to work effectively as part of a team.	A/I	E
9. Experience of accurate record keeping.	A/I	E
10. Knowledge in respect of confidentiality, data protection and information sharing protocols	A/I	E

Education, Qualifications and Knowledge		
1. Educated to Level 3 standard with 5 GCSEs or equivalent including Maths and English at Grade C or above (or equivalent)	A/C	E
2. Excellent knowledge and understanding of children and young people with Special Education Need and Disabilities	A/I	E
3. Understanding of other relevant services and organisations including their role and function.	A/I	E
4. Knowledge of wider children and young people's services including non-local authority provision.	A/I	E
5. Knowledge of Safeguarding responsibilities in respect of the welfare of children and vulnerable adults.	A/I	E
6. Knowledge of children's social care legislation and guidance	A/I	D

Commitment To Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

Commitment To Service Delivery / Customer Care		
Committed to improving outcomes for vulnerable children and young people	A/I	E
Ability to work collaboratively with colleagues in other services and partner agencies	A/I	E

Other requirements		
A satisfactory Enhanced DBS Disclosure.	A/I	E
Flexible approach to work, some work outside of normal working hours as and when required.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Jeannette Harvey
Role	Designated Social Care Officer
Date	August 2025
Signature of Role Holder (following appointment)	Text
Date Signed	Text