



Person Specification			
Post title	Education/Schools Sufficiency Information Officer	Grade / Salary	Pay Band L / £38,296 - £39,493

*** * * 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 * * ***

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience of working with schools and education support services.	A, I
S2	Experience of producing and monitoring high level data to inform school organisation planning	A, I, P
S3	Experience of working with DfE and other central government departments.	A, I
S4	Ability to gather and analyse written and numerical information and present it clearly.	A, I
S5	Effective problem-solving skills and ability to analyse and evaluate information.	A, I
S6	Excellent verbal and written communication skills and the ability to communicate and present to diverse audiences.	A, I
S7	Effective negotiation skills and experience of negotiations with a variety of stakeholders.	A, I
S8	Excellent interpersonal skills with the ability to work as an individual and within a team within an environment of competing priorities and tight deadlines.	A, I
S9	High level of initiative and pro-action within an education environment.	A, I
S10	Knowledge of national education policy and the role of local authorities.	A, I
S11	Excellent IT skills, preferably including experience of using Microsoft Office software such as Outlook, Word, Excel and TEAMS.	A, I

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S12	Proficient in the use of CAD Software or an ability to be trained to the required standard.	A, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	A, I
P3	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	A, I
P4	A demonstrable willingness to share information and work with other people.	A, I
P5	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	A, I
P6	Ability to support colleagues and engage in joint problem solving	A, I
P7	Hold a full driving licence with the ability to travel between setting within the Borough and use of a car for work	A, I
P8	Outstanding organisational skills: ability to plan ahead, manage priorities, manage workload, allocate time and manage deadlines.	A, I, P
Communication		
C1	Excellent inter-personal skills including ability to communicate well orally and in writing	A, I, P
C2	A demonstrable willingness to share information and work with other people as part of a team including the ability to listen, communicate with and understand others, taking account of other people's points of view.	A, I, P
Qualifications		
Q1	Degree or Equivalent	A, I
Q2	Management Qualification	A, I

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

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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**

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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