



Person Specification			
Post title	Elective Home Education Officer	Grade	G / £32,061 - £33,699

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 successfully working with children and young people and in understanding their needs, across a range of education phases	CV/SS, I
S2	Experience of successfully working with parents and carers and experience of extending relevant support	CV/SS, I
S3	Well-developed skills in multi-agency working to seek support, work collaboratively, provide advice and challenge	CV/SS, I
S4	Experience of working successfully and effectively in schools / educational settings	CV/SS, I
S5	Well-developed understanding of safeguarding issues and procedures	CV/SS, I
S6	Experience of managing a large and diverse caseload, and in keeping up to date, accurate records	CV/SS, I
S7	Knowledge of Post 16 provision	CV/SS, I
S8	Well-developed analytical skills	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	Full driving licence and access to a vehicle	CV/SS
Communication		
C1	Excellent interpersonal and communication skills and ability to engage with children and young	CV/SS, I

June 2025





	people, parents and carers.	
C2	Excellent advisory skills	CV/SS, I
C3	Excellent diplomacy skills and the ability to engage parents/carers	CV/SS, I
C4	Excellent written, oral skills and IT skills	CV/SS, I
Qualifications		
Q1	Educated to degree standard – teaching, social work or a related field.	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

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.

June 2025

