

Person specification

Qualifications	Essential	Desirable
Parent Ambassador Qualification (OCN Becoming a Parent Ambassador)	✓	
Experience		
Will have some experience of PA role as part of the training programme	✓	
Professional knowledge and understanding		
Understand the roles and responsibilities of the school staff	✓	
Understand barriers to learning for children and adults	✓	
Know how to communicate with parents and school staff	✓	
Understand the safeguarding requirements in school	✓	
Understand the school values an ethos	✓	
Know about school clubs and how to access them	✓	
Know about school uniform and other resources required by children in school	✓	
Know of local organisations which can support families e.g. doctors, dentists, job centre, colleges, food banks, refugee centre, charities etc.	✓	
Know of local facilities that families can access e.g. parks, Wildside, art gallery etc.		✓
Professional skill and abilities		
Able to communicate effectively	✓	
Reliable	✓	
An awareness of the social, religious and cultural make-up of the school community and a sensitive approach to the needs of all stakeholders	✓	
Personal Qualities		
Enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
A good team player	✓	
A friendly and approachable manner	✓	
Good communication skills orally and in writing	✓	
Able to manage workload effectively	✓	
A good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Practice equal opportunities in all aspects the role and around the work place in line with school policies	✓	