

PERSON SPECIFICATION: Engagement and Tracking Officer

Job Title: Engagement and Tracking Officer

Grade: SOI

Service/Section: Inclusion, Learning & Achievement

Directorate: Children's Services

Assessment Key

- **AF:** Application Form
- **I:** Interview
- **T:** Test
- **P:** Presentation
- **E:** Essential
- **D:** Desirable

Criteria for Selection

Criteria	Method of Assessment	Essential/Desirable
Qualifications & Experience		
Experience of working with schools, colleges, and other education/training providers to support student outcomes	AF/I	Essential
Experience in identifying and tracking young people who are NEET or "Not Known" using Management Information Systems.	AF/I	Desirable
Experience of maintaining information held in databases or case management systems.	AF/I	Essential
The ability to demonstrate strong communication skills and an aptitude for supporting young people into education or employment.	AF/I	Essential

Criteria	Method of Assessment	Essential/Desirable
Knowledge, Skills & Abilities		
Proficiency in Microsoft Office packages, high level of skill in Microsoft Excel and data entry to ensure records are accurate and up-to-date.	AF/I/T	Essential
Awareness of post-16 pathways/opportunities for young people.	AF/I	Desirable
Ability to manage a complex workload and meet tight timescales.	AF/I	Essential
Knowledge of promoting the welfare of children and vulnerable adults.	AF/I	Essential
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	Essential
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post	AF/I	Essential

Additional Requirements

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or as prescribed in the Police Act 1997 (Criminal Records) regulations. A DBS enhanced with barred list check is an essential requirement for this role.