

PERSON SPECIFICATION – HR029



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Job Title	Education Advisor
Department	Prevention
Job Family	Technical

Category	No.	Requirements	Essential (E) or Desirable (D)	Evidence: A, I, P, O (see key)
Education & Qualifications	1.	4 GCSE passes - Grade A*- C / 9 - 4, including English and Mathematics or equivalent Level 2 qualification (including L2 functional skills), or higher-level relevant qualification	E	A
	2.	Educated to level 3 NVQ or equivalent. Hold or be prepared to work towards a PTLLS (Preparing to Teach in Life Long Learning Sector) level 3 qualifications	E	A
Knowledge & Experience	3..	Knowledge and understanding of Safeguarding procedures and reporting systems	E	A, I
	4.	Experience of teaching in a school environment	E	A, I
	5.	Able to demonstrate an understanding of working with diverse groups and differing needs, particularly children and young people	E	A, I
	6.	Experience of developing, organising and delivering training or education	E	A, I
	7.	Understand the importance of using age and ability appropriate programmes and resources	E	A, I
	8.	Experience of working with other professionals	D	A, I
	9.	Knowledge and experience of working with Microsoft Office and other IT packages. A willingness to learn any specialised programmes as required	E	A, I
Skills & Abilities	10.	Excellent communication skills and a positive attitude to internal/external customer care	E	A, I
	11.	Able to work in changing environment and respond to unplanned work demands	E	A, I
	12.	Ability to exercise creativity and make decisions within prescribed frameworks	E	A, I
	13.	Effective organisational and time	E	A, I

		management skills		
	14.	Ability to produce a high standard of work and maintain quality standards	E	A, I
	15.	Able to demonstrate a co-operative and supportive style and to work collaboratively as a team	E	A, I
	16.	Able to understand and comply with the requirements of risk assessments	E	A, I
	17.	Able to communicate effectively at all levels to different audiences, with a positive attitude to internal / external customer care	E	A, I, P
	18.	Engaging and effective presentation skills	E	A, I, P
Additional Requirements	12.	Full valid driving licence and be able to fulfil the significant travel requirements of the role. Service vehicle will be provided.	E	A, I
	13.	Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	E	I
	14.	A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation.	E	I
	15.	Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills	E	I
	16.	A willingness to travel and work throughout both Counties and outside the Service area as and when required	E	I
	17.	Suitable for the post working with vulnerable adults / children and young people	E	A, I

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)