**Person Specification:**

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| **Criteria** | **Skills** |
| **Essential** | **Desirable** |
| Qualifications and Training | * GCSE Grade 4/C in English and Maths (or equivalent)
 | * Degree
* Evidence of further professional training in this area
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| Professional Experience | * Evidence of building relationships with children and their parents, particularly the most vulnerable
* Demonstrable evidence of developing and implementing strategies to help children and their families
* Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
 | * Experience of managing safeguarding in a school or other relevant organisation
* Experience of working and communicating effectively with relevant agencies
* Implementing and encouraging good safeguarding practice as part of a team
* An understanding of My Concern or similar Safeguarding IT package
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| Skills and knowledge | * Excellent record keeping skills and attention to detail in order to produce reports, take minutes of meetings, and document safeguarding concerns
* A good working knowledge of software packages for preparing documents and spreadsheets such as Word, Excel and Google
* Ability to build effective working relationships with staff and other stakeholder
* Ability to work within set procedures
 | * Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies
* Awareness of local and national agencies that provide support for children and their families
* Ability to communicate a vision and inspire others
* Ability to work proactively and solve problems within area of work/knowledge
* Evidence of delivering training and CPD within an organisation.
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| Personal qualities | * Commitment to ensuring the safety and welfare of children
* Uphold and promote the ethos and values of the school
* Act with integrity, honesty, loyalty
* Ability to work under pressure and prioritise effectively
* Maintain confidentiality at all times
* Good attendance and punctuality (0ver 98%)
* Adaptability to changing circumstances and new ideas
* Ability to work effectively as part of a team
* Have a full driving licence and be prepared to drive a school vehicle (or use own car when needed – mileage costs would be covered)
 | * Minibus driver
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