**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 |
| 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 |
| 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. |
| 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 |