

## Person specification – Designated Safeguarding Lead

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and maths</li> <li>• Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school or other relevant organisation</li> <li>• Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> <li>• Building relationships with children and their parents, particularly the most vulnerable</li> <li>• Working and communicating effectively with relevant agencies</li> <li>• Implementing and encouraging good safeguarding practice throughout a large team of people</li> </ul> </li> <li>• Demonstrable evidence of developing and implementing strategies to help children and their families</li> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies</li> <li>• Ability to work with a range of people with the aim of ensuring the safety and welfare of children</li> <li>• Awareness of local and national agencies that provide support for children and their families</li> <li>• Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> <li>• Good IT skills</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Ability to manage the administration demands of the role.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to ensuring the safety and welfare of children</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Integrity, honesty and fairness</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to equality</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** April 2022

**Next review date:** April 2023



**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**