



Person Specification

Job Title: Safeguarding Officer

| Qualifications | Essential | Desirable |
|---|------------------|------------------|
| Level 2 qualifications in English and Maths or equivalent | ✓ | |
| NVQ level 3 or equivalent in social care/child protection/ Safeguarding (qualifications below NVQ level 3 will be considered if applicant demonstrates solid experience and evidence of continuous professional development). | ✓ | |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post | | ✓ |
| Experience | | |
| Significant experience in safeguarding and child protection | ✓ | |
| Experience of working with other agencies, such as Social Care, NHS, etc. | ✓ | |
| Experience in the management and coordination of safeguarding of young people | ✓ | |
| Recent experience of working with children and families in the public, private or voluntary sector | ✓ | |
| Experience of working with secondary age students | ✓ | |
| Skills | | |
| Ability to effectively communicate with a wide range of audiences, verbally and in writing | ✓ | |
| Ability to work well under pressure and manage competing deadlines | ✓ | |
| Ability to respect and maintain confidentiality | ✓ | |
| Ability to use standard ICT packages including Microsoft Office | ✓ | |
| Ability to document and implement policies to comply with changing legislation | ✓ | |
| Awareness of whole school and wider educational issues | | ✓ |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues. | ✓ | |
| Understanding of academy child safeguarding procedures | ✓ | |
| Other | | |

| | | |
|------------------------|---|--|
| Satisfactory DBS check | ✓ | |
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