



Safeguarding Administrator Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Safeguarding Administrator** to the high standard required. When you complete your application please illustrate that you have the capacity to undertake the roles described in accompanying documents and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Knowledge/ Experience	<ul style="list-style-type: none"> ■ Experience of administration posts/ administration 	<ul style="list-style-type: none"> ■ Knowledge of safeguarding procedures
Skills/Abilities	<ul style="list-style-type: none"> ■ Effective communication skills ■ Good telephone manner ■ Ability to work as part of a team and independently ■ Ability to take the initiative ■ The ability to input information accurately ■ Good office skills including Microsoft Office. 	<ul style="list-style-type: none"> ■ Ability to manage competing deadlines
Personal characteristics	<ul style="list-style-type: none"> ■ Pleasant manner and enthusiastic ■ Confident ■ Self motivated ■ Tactful and diplomatic ■ Able to observe and maintain confidentiality ■ Be trustworthy and of good character ■ Be a good role model to students ■ Attentive to detail ■ Ability to work under pressure in a timely manner to meet deadlines 	<ul style="list-style-type: none"> ■ Evidence of recent self development