

**PERSON SPECIFICATION**

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| criteria | qualities |
| Qualifications  and training | * GCSE (or equivalent) in English and maths * Safeguarding Level 2 (DSL trained) |
| Experience | * Successful experience in a safeguarding or related role in a school or other relevant organisation; * Experience of managing safeguarding in a school or other relevant organisation, including: * Building relationships with children and their parents, particularly the most vulnerable; * Working and communicating effectively with relevant agencies; * Implementing and encouraging good safeguarding practice throughout a large team of people; * 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. |
| Skills and knowledge | * Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies; * Ability to work with a range of people with the aim of ensuring the safety and welfare of children; * Awareness of local and national agencies that provide support for children and their families; * Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns; * Good IT skills; * Effective communication and interpersonal skills; * Ability to communicate a vision and inspire others; * Ability to build effective working relationships with staff and other stakeholders. |
| Personal qualities | * Commitment to ensuring the safety and welfare of children; * Commitment to upholding and promoting the ethos and values of the school; * Integrity, honesty and fairness; * Ability to work under pressure and prioritise effectively; * Commitment to maintaining confidentiality at all times; * Commitment to equality. |

Finham Park School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.