Holy Trinity School

Person Specification

PERSON SPECIFICATION – Safeguarding and Inclusion Officer		
	Essential	**Desirable**
Willing and able to obtains satisfactory Enhanced DBS clearance for schools	x	
Evidence of Right to work in the UK	x	
Able to obtain satisfactory, validated employment references.	x	
Understanding of safeguarding requirements and how to promote the welfare of children.	x	
Good knowledge of Word and Excel and other MS office programs together with an aptitude for new IT applications	x	
Knowledge of BROMCOM, CPOMS (additional training will be provided)		x
Evidence of recent, relevant professional development related to Safeguarding and Inclusion.		x
Significant experience working with vulnerable children and young people in an educational or social care setting.	x	
Proven experience managing a 'caseload' and coordinating multi-agency work.	x	
Experience leading student-facing initiatives, such as Student Leadership or Anti-Bullying programmes.		x
Experience in driving EDIJ (Equality, Diversity, Inclusion, and Justice) initiatives within a community.		x
Good communication skills – both oral and written.	x	
Able to form good working relationships with adults and children	x	
Efficient, organised, works accurately and pays attention to detail	x	
Confident and courteous telephone manner	x	
Efficient, organised and precise	x	
Ability to keep calm and focussed in pressurised situations	x	
Diplomatic, discerning and able to deal with confidential information	x	
Uses own initiative within boundaries – problem-solver with a "can do" approach	x	
Flexible and a Team player	x	
Representative of the school's ethos and core values	x	
Educated to at least Level 2 (GCSE A*-C or equivalent) in Maths and English *(certificates will be required)*	x	