

# Person Specification

<b>PERSON SPECIFICATION – Safeguarding Manager</b>	<b>Essential</b>	<b>Desirable</b>
<b>Safeguarding &amp; Compliance</b>		
Enhanced DBS, right to work, suitable to work with children	<b>X</b>	
<b>Qualifications &amp; Training</b>		
Level 2 English & Maths (or equivalent)	<b>X</b>	
Safeguarding training (or willingness to train as DSL/DDSL)	<b>X</b>	
Relevant Level 3+ qualification or DSL/DDSL training	<b>X</b>	
Additional training (mental health, Early Help, contextual safeguarding)		<b>X</b>
<b>Experience</b>		
Working with children/young people in education or safeguarding	<b>X</b>	
Managing safeguarding concerns, records and follow-up actions	<b>X</b>	
Handling sensitive/confidential information appropriately	<b>X</b>	
Supporting staff and working collaboratively	<b>X</b>	
Multi-agency work, referrals, or safeguarding caseloads		<b>X</b>
Using CPOMS or similar systems		<b>X</b>
<b>Knowledge</b>		
Statutory safeguarding guidance (e.g. KCSIE)	<b>X</b>	
Safeguarding thresholds and referral processes	<b>X</b>	
Risks including online safety, contextual safeguarding, mental health	<b>X</b>	
Local safeguarding systems/procedures (e.g. West Sussex)		<b>X</b>
<b>Skills</b>		
Clear communication (written and verbal)	<b>X</b>	
Accurate record-keeping and strong organisation	<b>X</b>	
Sound judgement and ability to prioritise under pressure	<b>X</b>	
Relationship building with pupils, staff, parents and professionals	<b>X</b>	
Competent IT skills (Office, safeguarding systems)		
Data analysis or delivering staff briefings		<b>X</b>
<b>Personal Attributes</b>		
Professional, confidential and resilient	<b>X</b>	
Proactive, solution-focused, uses initiative	<b>X</b>	
Calm, empathetic, child-centred approach	<b>X</b>	
Team player committed to safeguarding	<b>X</b>	
Ability to influence and improve safeguarding practice		<b>X</b>