**T.E.A.M EDUCATION TRUST**

**STUBBIN WOOD SCHOOL & NURSERY**

**Person Specification – Safeguarding Officer**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** |  |
| **Qualifications** | * Knowledge of complex safeguarding and child protection issues. * NVQ Level 2/3 or equivalent. * Good standard of general education with a minimum GCSE Grade C in English and Maths, or equivalent. | * Degree qualification in relevant subject | A |
| **Experience** | * The post holder will need to have the ability to communicate effectively with colleagues, outside agencies and other key stakeholders. * Knowledge and experience in safeguarding and child protection. | * Experience of working in an education setting * Knowledge of the unique needs of working with young people with SEND * Experience of working with children and families or social services work in child protection | A/I/R |
| **Knowledge** | * Excellent written and verbal communication skills * Good keyboard skills and the ability share messages in a logical, coherent manner with accuracy in number taking * Accurate data input, knowledge of the use of databases and preparation of data for reports * Excellent grammar and report writing skills |  | A/I |
| **Skills, Abilities** | * Ability to work confidently with a wide range of internal and external stakeholders * Excellent verbal and written communication and presentation skills * Very strong organisation and planning skills with excellent attention to details * Strong record keeping * Ability to produce accurate documentation, including letters, emails, and management information * Ability to be able to multitask and manage changing priorities * The ability to work effectively with members of the Schools Management Team and Trust members | * Adanced IT and Office skills: Word, Outlook, Excel and Powerpoint | A/I |
| **Professional Development** | * Demonstrate personal and professional integrity, including modelling values and vision. |  | A/I |
| **Personal Qualities** | * Confidentiality and discretion * Excellent interpersonal skills * High levels of motivation and resilience * Proactive and positive approach * Flexibility and reliability * Integrity, honesty |  | A/I |

**Key:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **Application** | **I** | **Interview** | **R** | **Reference** |