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

**STUBBIN WOOD SCHOOL & NURSERY**

**Person Specification – Safeguarding Officer**

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|  | **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:**

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