



# Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr B Siaw

## PERSON SPECIFICATION

**Job Title:** Safeguarding Officer and Administrator

**Contract type:** Permanent

**Reporting to:** Designated Safeguarding Lead

### Essential:

- Studied to a minimum standard of Alevel/Level 3 with GCSE (grade A\*-C, 9-5) or equivalent, in English and Maths
- Qualified Designated Safeguarding Officer (Level 3)
- Experience of working with or contributing safeguarding within an organisation
- Experience of working in a busy office environment
- Experience of working with social and healthcare services
- Computer literate with good experience in producing documents and spreadsheets
- experience of working with children or young people
- A working knowledge and experience of children's services
- Ability to build and form good relationships with students, colleagues and other professionals.
- Initiative and ability to prioritise one's own work.
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
- Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
- To have strong organisational, time-management and planning skills to meet deadlines and objectives
- To have a professional and sensitive approach;
- Able to work flexibly to meet deadlines and respond to unplanned situations.
- Ability to absorb and understand a wide range of information.
- Ability to manage and deal with confidential data / issues appropriately.
- Ability to maintain accurate records and filing systems.
- Ability to use office computer including word-processing, spreadsheet, database and internet systems with proficiency.



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- Professional, enterprising
- Outgoing, approachable, inclusive
- Positive, adaptable
- Energetic and enthusiastic
- Self-motivated, self- confident, reliable
- Sense of humour
- Committed to improving outcomes for all students
- Good interpersonal skills with ability to maintain strict confidentiality.
- Commitment to the highest standards of child protection.

**Desirable:**

- At least two years' experience of working in a school or educational environment
- Able to understand and speak Bengali / Sylheti