



# Quarrydale Academy

## Person Specification – Safeguarding Officer

		E/D	A	I
<b>Qualifications and Training</b>				
1	Educated to at least first degree level (or equivalent)	D	✓	
2	Safeguarding qualification	D	✓	
<b>Experience</b>				
3	Experience of working in a safeguarding role.	E	✓	✓
4	Experience of working in an educational establishment	E	✓	✓
5	Experienced minute taker and report writer	E	✓	✓
6	Experience of working with other team members	D	✓	✓
<b>Knowledge and understanding</b>				
7	Knowledge and understanding of Academy policies and procedures relating to safeguarding	D	✓	✓
8	Knowledge and understanding of Health and Safety processes	E		✓
9	Knowledge and understanding of GDPR requirements	E		✓
10	Knowledge and understanding of CPOMS	E	✓	✓
11	Knowledge and understanding of SIMS/Bromcoms	D	✓	✓
12	Knowledge and understanding of referral processes.	E	✓	✓
13	Knowledge and experience of dealing with other safeguarding professionals / stakeholders, parents and students	E	✓	✓
14	Knowledge and understanding of Keeping Children Safe in Education	E		✓
<b>Skills and abilities</b>				

15	The ability to demonstrate good time management techniques.	E		✓
16	An ability to show initiative and work independently within a variety of situations.	E		✓
17	Confidence to effectively communicate with people at all levels.	E		✓
18	Very good organisational skills and ability to respond effectively to conflicting demands.	E	✓	✓
19	Clear and accurate verbal and written skills with the ability to compile reports for meetings that will be shared with parents and other professionals.	E	✓	✓
20	Highly competent across MS office including fast and accurate keyboard skills	E	✓	✓
<b>Personal attributes</b>				
21	An ability to work effectively and collaboratively as part of a team	E	✓	✓
22	The ability to work to work under pressure and to tight deadlines, working additional time if required to meet deadlines	E	✓	✓
23	The ability to resolve problems and provide solutions	E	✓	✓
24	The ability to research, digest, analyse and present material clearly.	E		✓
25	Ability to deal with high level emotive issues of an upsetting nature. Ability to deal with angry/upset parents in a calm and confident manner. Ability to challenge whilst remaining calm.	E	✓	✓
26	Discretion and understanding of confidentiality	E		✓
<b>Other</b>				
27	A commitment to uphold and promote equality of opportunity	E		✓
28	A commitment to attend bespoke training course to ensure continuing professional development in accordance with relevant safeguarding legislation and guidance	E		✓
29	Demonstrates an understanding of Safeguarding issues relevant to the post	E	✓	✓

**KEY: ✓**

<b>E</b>	Essential
<b>D</b>	Desirable
<b>A</b>	Assessed by Application Form
<b>I</b>	Assessed by Interview

**Date:** March 2020