



	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Knowledge/ Experience</b>	<p>Level 3 qualification or a minimum of 3 years' experience in a similar role</p> <p>5 GCSE's (Equiv A* - C) including English and Maths</p> <p>Understanding of current legislator, statutory and other guidance with regards to safeguarding and child protection</p> <p>Experience of working with third party services providers</p> <p>Organised with good attention to detail and experience of managing electronic and paper filing systems.</p> <p>Competent in the use of Microsoft Office applications</p> <p>Understanding of safeguarding in a school context</p>	<p>Experience of working in a school or other education setting.</p> <p>Working knowledge of SIMS application</p>

<b>Skills/Abilities</b>	<p>Ability to cope effectively in a busy, demanding role</p> <p>Ability to prioritise tasks, manage time effectively and meet deadlines</p> <p>Proven ability to maintain confidentiality in all aspects of work</p> <p>Ability to manage stakeholders and third-party service providers</p> <p>Competent in the use of ICT including setting up and management of on-line documents and spreadsheets</p> <p>Proven ability to maintain confidentiality in all aspects of work</p>	
<b>Personal Qualities</b>	<p>Excellent communication skills: both oral and written. To be able to communicate with stakeholders at all levels</p> <p>Able to provide a high level of customer service to stakeholders</p> <p>Able to adapt to work alone, using own initiatives and within a busy, diverse team</p> <p>Flexible approach to working hours and a positive attitude to work</p>	

<b>Specific Requirements</b>	Full Driving Licence and access to a vehicle  Undertake Child Protection Training and be familiar with current frameworks	Confidentiality and an awareness of data protection legislation in schools  Awareness of safeguarding procedures in schools
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