



Tupton Hall School

REDHILL ACADEMY TRUST

SAFEGUARDING OFFICER

Person Specification

	Essential	Desirable
Qualifications, Knowledge & Experience	<ul style="list-style-type: none">•Minimum of 5 GCSE's A* - C including English and Maths or equivalent•Experience of working with third party service providers•Experience of working in a school or other educational setting	<ul style="list-style-type: none">•Understanding of current legislator, statutory and other guidance with regards to safeguarding and child protection•Organised with good attention to detail and experience of managing electronic and paper filing systems•Competent in the use of Microsoft Office applications•Understanding of safeguarding in a school context•Working knowledge of the SIMS Application
Skills, Abilities & Personal Qualities	<ul style="list-style-type: none">•Ability to prioritise tasks, manage time effectively and accurately and meet deadlines•Proven ability to maintain confidentiality in all aspects of work•Ability to manage stakeholders and third party service providers•Excellent communication skills both oral and written•Able to provide a high level of customer service to stakeholders•Able to adapt to work alone, using own initiative and within a busy diverse team•Flexible approach to working hours and positive attitude to work	

	<ul style="list-style-type: none"> •Ability to undertake whole school staff training with regards to safeguarding 	
Suitability to Work With Children	<ul style="list-style-type: none"> •Enhanced DBS clearance is required for this position 	