Student Welfare Officer
PERSON SPECIFICATION

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Good general level of education with NVQ 2 or 3 (or equivalent) in relevant discipline(s) including Maths and English.	✓		✓	✓		
	ICT literate with good keyboard skills	✓		✓	✓		
	Evidence of recent continuing professional development in the safeguarding field.		✓	✓	✓		
Skills and Experience	Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	✓		✓			
	Experience of working in safeguarding team in a school or other relevant organisation, including: ○ Building relationships with children and their parents, particularly the most vulnerable ○ Working and communicating effectively with relevant agencies Implementing and encouraging good safeguarding practice throughout a team of people	✓		✓			
	Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	✓		✓			
	Maintenance of accurate records & filing systems, computerised and manual	✓		✓		✓	
	A working knowledge of Bromcom and CPOMs *School Information Management System and Safeguarding Platform*		✓	✓		✓	
	Record of good time management skills and ability to prioritise work effectively	✓		✓	✓	✓	
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	✓		✓		✓	
	Ability to relate well to student and adults, including external contacts	✓		✓		✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	
	Professional approach to duties and presentation.	✓		✓		✓	
	The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓	
Other	Hold a full driving licence.		✓	✓	✓		
	Ability to work during school holiday periods	✓					
	A helpful, calm and organised manner.	✓		✓		✓	