

PERSON SPECIFICATION

Post: Safeguarding officer

	Criteria	Assessment Basis
Qualifications:	<p><u>Essential</u></p> <p>Level 3 qualifications</p> <p><u>Desirable</u></p> <p>A degree or post graduate qualification</p> <p>Safeguarding training / qualifications</p>	Application
Professional Experience & Understanding:	<p><u>All Essential</u></p> <p>Understanding of:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education • Safeguarding procedures and policies <p>Experience:</p> <ul style="list-style-type: none"> • Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work • Experience of managing child protection cases and investigations • Extensive experience of working effectively with the parents /carers of children / young people • Some experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency • Experience of working in a multi-agency environment • Ability to summarise clearly and concisely and articulate concepts and proposals • Ability to produce concise and complex reports 	Application and Interview

PERSON SPECIFICATION

Post: Safeguarding officer

	Criteria	Assessment Basis
	<ul style="list-style-type: none"> Management Information Systems e.g. SIMS 	
Professional Abilities:	<p><u>All Essential</u></p> <p>Ability to think strategically</p> <p>Ability to manage teams</p> <p>Ability to communicate effectively to a variety of audiences</p> <p>Ability to persuade and influence</p> <p>Ability to communicate complex ideas simply to a wide range of audiences</p> <p>Ability to manage effectively</p> <p>Ability to plan effectively</p> <p>Ability to evaluate</p> <p>Ability to provide comprehensive reports</p> <p>Ability to manage time effectively and meet deadlines</p> <p>Ability to work effectively with stakeholders and within a corporate environment</p>	Application, Interview and Reference
Personal Qualities:	<p><u>All Essential</u></p> <p>Honesty and Integrity</p> <p>Discretion</p> <p>Clear view of what high standards and performance look like</p> <p>Flexibility</p> <p>Resilience</p> <p>Embracing of accountability</p> <p>Commitment to making a difference</p>	Interview and Reference

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.