



Safeguarding Officer – Person Specification

This person specification outlines the essential and desirable qualifications, experience, skills, and personal qualities required for the role of Safeguarding Officer. It is used to inform the recruitment and selection process, ensuring candidates are assessed fairly and consistently.

Qualification and Training	GCSE (or equivalent) in English and maths. Educated to degree level (Desirable).
Experience	<ul style="list-style-type: none"> • Extensive safeguarding experience, preferably in an educational setting. • Building relationships with stakeholders in challenging circumstances. • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality. • Demonstrable evidence of developing and implementing strategies in a previous setting.
Skills and knowledge	<ul style="list-style-type: none"> • Extensive knowledge of the principles of safeguarding, legislation and guidance. • Ability to work with a range of people with the aim of ensuring the safety and welfare of children. • Working and communicating effectively with relevant agencies. • Good understanding of local and national agencies that provide support for children and their families. • Excellent record-keeping skills and attention to detail, to produce reports, take minutes of meetings, and document safeguarding concerns. • Effective ICT skills. • Effective communication and interpersonal skills. • Ability to build effective working relationships with staff and other stakeholders.
Personal qualities	<ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of children. • Uphold and promote the ethos and values of the school. • Demonstrate integrity, honesty, and fairness to uphold the school's values and reputation; • Ability to work under pressure and prioritise effectively. • Strictly maintain confidentiality at all times. • Commitment to equality.