

Person Specification – Safeguarding Officer

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart business like appearance • Excellent verbal and written communication skills 		Interview
Qualifications	<ul style="list-style-type: none"> • Module One Safeguarding Training or equivalent • GCSE's Including English and Mathematics 		Application Form and Interview
Experience	<ul style="list-style-type: none"> • Experience of safeguarding and child protection procedures. • To have worked for a minimum of 2 years with young people • Experience of record keeping and managing a case load of work • To have worked on cases managed at both Early Help level and Child Protection level • Experience of working with external agencies 	<ul style="list-style-type: none"> • A knowledge base of Sandwell procedures for Safeguarding and Child Protection 	Application Form and Interview
Training	<ul style="list-style-type: none"> • ECAF trained • Lead Professional trained • Module one, two and three trained in Safeguarding and Child Protection • Outcomes Star Trained • First Aid Trained 		Application Form and Interview.

Special Knowledge	<ul style="list-style-type: none"> • Able to demonstrate an understanding of the skills required when working in partnership with other organisations. • Able to demonstrate a commitment to the philosophy of continuous improvement • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Competent in the use of IT packages 	<ul style="list-style-type: none"> • Knowledge and understanding of local issues in relation to safeguarding. 	
Circumstances	<ul style="list-style-type: none"> • Able to attend evening meetings. • Able to travel. • Able to work during some school holiday periods. • Able to attend all Academy open and parents evenings. • Able to attend all Academy special events. 		
Disposition	<ul style="list-style-type: none"> • To be an excellent team player. • Able to support, influence and motivate others. • Outstanding interpersonal skills and an ability to build relationships with people of all ages and backgrounds • Able to remain calm under pressure and manage conflicting demands. • Able to manage and prioritise a diverse and demanding workload. • Excellent organisational and time management skills. • Ability to work with an attention to detail and a commitment to the highest possible quality standards. • Ability to work with tact and diplomacy. 		

Practical and Intellectual Skills	<ul style="list-style-type: none"> • Demonstrate enthusiasm, conviction and clarity when presenting ideas. • Able to analyse, assess and interpret a range of data and information sources. • Excellent written and verbal communication skills. • Ability to adapt communication tone and style to meet the needs of differing target audiences. • ICT literate with a desire and ability to develop new skills. 		
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Criminal Records Bureau Check. 		