

**Person Specification – Senior Safeguarding Officer - Primary**

Category	Essential	Desirable	Method of Assessment
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Smart business like appearance</li> <li>• Excellent verbal and written communication skills</li> </ul>		Interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Module One Safeguarding Training or equivalent</li> <li>• GCSE's Including English and Mathematics</li> </ul>		Application Form and Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of safeguarding and child protection procedures.</li> <li>• To have worked for a minimum of 3 years with young people</li> <li>• Experience of record keeping and managing a case load of work</li> <li>• To have worked on cases managed at both Early Help level and Child Protection level</li> <li>• Experience of working with external agencies in relation to safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• A knowledge base of Sandwell procedures for Safeguarding and Child Protection</li> </ul>	Application Form and Interview
<b>Training</b>	<ul style="list-style-type: none"> <li>• ECAF trained</li> <li>• Lead Professional trained</li> <li>• Module one, two and three trained in Safeguarding and Child Protection</li> <li>• Outcomes Star Trained</li> <li>• First Aid Trained</li> </ul>		Application Form and Interview.

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

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