**PERSON PROFILE**

**Safeguarding Officer**

|  | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| 5 GCSE grades A-C/5-9, or other relevant qualifications (or equivalent experience / expertise)  | ✓ |  | AF / D |
| Level 4 qualification, for example a diploma or degree in safeguarding/social work, or equivalent experience / expertise | ✓ |  | AF / D |
| Evidence of a good standard of literacy/numeracy and a commitment to life-long learning | ✓ |  | AF / I |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | ✓ |  | I |
| **Experience** |  |  |  |
| Significant experience of working with children and/or families | ✓ |  | AF / I / R |
| Experience of inter-agency working to support children/families | ✓ |  | AF / I / R |
| Experience/working knowledge of child protection / safeguarding of children and young people | ✓ |  | AF / I / R |
| Experience of successfully working with vulnerable young people and understanding their needs | ✓ |  | AF / I / R |
| An awareness of policies and procedures relating to health, safety and security, confidentiality and data protection | ✓ |  | AF / I / R |
| Experience/working knowledge of relevant policies / codes of practice / legislation | ✓ |  | AF / I / R |
| Wider knowledge of related areas e.g. SEND |  | ✓ | AF / I / R |
| **Skills, Knowledge & Aptitudes** |  |  |  |
| Excellent interpersonal and communication skills and ability to engage with young people, school staff and outside agencies | ✓ |  | I / R |
| Understanding of effective safeguarding principles and strategies | ✓ |  | I / R |
| Competent in the use of standard software applications such as SIMS, Word, Excel, Outlook etc | ✓ |  | AF / I / R |
| Ability to produce and maintain accurate and up to date records and reports | ✓ |  | AF / I / R |
| Ability to understand and analyse data | ✓ |  | AF / I / R |
| Ability to deal with sensitive issues with diplomacy and tact whilst maintaining a pragmatic and common sense approach | ✓ |  | AF / I / R |
| Able to remain calm under pressure | ✓ |  | AF / I / R |
| Ability to work with minimum supervision  | ✓ |  | AF / I / R |
| Commitment to the promotion of positive values, attitudes and behaviour  | ✓ |  | AF / I / R |
| High-level organisational skills | ✓ |  | AF / I / R |
| Management of workload and meeting of targets and deadlines | ✓ |  | AF / I / R |
| Competent writing skills | ✓ |  | AF / I / R |
| Personal Attributes |  |  |  |
| Professional integrity, discretion and confidentiality | ✓ |  | AF / I / R |
| Proven ability to work independently and contributing to high quality service, as part of team, valuing and respecting the wide range of approaches from professional colleagues | ✓ |  | AF / I / R |
| Listens to others’ points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement | ✓ |  | AF / I / R |
| Enthusiastic and motivating attitude | ✓ |  | AF / I / R |
| Good oral and written communication skills | ✓ |  | I / R |
| Able to adapt to changing priorities | ✓ |  | AF / I / R |
| Able to engage, interest and motivate young people | ✓ |  | AF / I / R |
| Patient, resilient and determined to succeed | ✓ |  | AF / I / R |
| Professional appearance | ✓ |  | I |
| **Other Requirements** |  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ✓ |  | AF / I / R |
| A good sense of humour and perspective | ✓ |  | I / R |
| Good sickness/attendance record in current/previous employment (not including absences resulting from disability) | ✓ |  | I / R |
| No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments) | ✓ |  | I / R |
| Full driving licence and the own transport | ✓ |  | AF / D |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ✓ |  | D |

**AF – Application Form I – Interview R – References D – Documents**