

Person specification

Job Title:	Department:
SAFEGUARDING OFFICER	STUDENT SERVICES

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above	Relevant qualifications: e.g. safeguarding, youth work, care/support work	Certificates
Experience	Working with children or young people in a supportive role Previous experience of a role involving safeguarding	Previous work with 16-19 young people Previous role in education sector, youth work, health or social care settings	Questioning and references
Knowledge & skills	Strong communication skills (both written and verbal) - dealing with staff, students, parents and external services Able to prioritise Able to assess risk and follow procedures Effective record keeping, accurate and methodical, with an eye for detail Effective IT skills – particularly Outlook, Word, Excel Able to use initiative	Familiarity with ‘Keeping Children Safe in Education’ Understanding of common safeguarding issues Use of Databases	Questioning and Certificates
Personal Qualities	Empathetic Calm under pressure Organised Team player Flexible	Sense of humour Confident	Questioning Previous work and scenarios
Motivation & Expectations	Student support Task orientated Customer service	Participation in relevant training courses	Questioning and references
Overall Appearance	Professional (smart/casual)		Visual and questioning