



Safeguarding Manager Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS Principally assessed through letter and application form	Up to date safeguarding training for example: Level 3 Core Working Together to Safeguard Children and Young People	Motivational Interviewing Lead Professional Trauma Awareness or equivalent
KNOWLEDGE, SKILLS and EXPERIENCE Principally assessed through letter, application form and interview process	Excellent organisational skills together with the ability to meet deadlines Strong understanding of KCSIE and child procedures. Experience in a school, pastoral or safeguarding role. Experience liaising with social care or external agencies	Knowledge of contextual safeguarding and online safety. Confident ICT skills, ability to use Microsoft Office packages, with the ability to adapt readily to new software Proven experience in a role which includes some of the skills outlined in this specification. Attendance at CP conferences, Core group or TAF meetings.
COMMUNICATIONS Principally assessed through letter and interview process	Have excellent written and verbal communication skills	
PERSONAL ATTRIBUTES Principally assessed through references, letter and interview process	To be committed to safeguarding and promoting the welfare of children and young people Interpersonal skills that equip the appointee to relate effectively to members of staff and students	



	Ability to work under pressure, accurately and meet deadlines Ability to manage a range of priorities and prioritise responses Flexibility and willingness to be involved in the school Committed to a willingness to continue to learn through professional development Helpful telephone manner Good record of attendance and punctuality Be an effective role model through presentation and personal conduct Enthusiasm, energy, vigour, reliability and integrity High level of discretion and professionalism Ability to complete accurate, accurate and confidential compliant record keeping.	
OTHER WORK REQUIREMENTS Principally assessed through references, letter and safer recruitment processes.	Enhanced DBS checks including children's barred list and right to work in the UK. Unreserved endorsement of your suitability to work with children	