



Person Specification			
Job Title	Safeguarding Manager	Job Holder	
Author	Jo Evans	Date Created	Jul 2021
Date Reviewed		Next Review Date	

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Key:

E – Essential Process D – Desirable A – Application Form I – Interview

Qualifications		E	D	A	I
1.	A*- C Level GCSEs or equivalent in English and Maths	✓		✓	
2.	Qualification in Safeguarding or training relevant to the role	✓		✓	
3.	Evidence of ongoing personal development training		✓	✓	

Knowledge & Understanding		E	D	A	I
Able to evidence and apply up to date secure knowledge and understanding of:					
1.	Statutory requirements for schools	✓		✓	
2.	Early interventions, strategies that work effectively with families	✓		✓	✓
3.	Work with parents/carers/families to encourage partnership working	✓		✓	

Skills		E	D	A	I
1.	Communicate clearly and effectively in the English language, both verbally and in writing with all children and adults.	✓		✓	✓
2.	Effectively work as a member of a team	✓		✓	
3.	Good interpersonal skills and the ability to relate to people with understanding and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓		✓	✓
4.	Be resilient and optimistic in order to manage day-to-day challenges in a busy school environment	✓		✓	✓
5.	Take personal responsibility, demonstrate a readiness to reflect and self-evaluate and the ability to change, improve and develop	✓		✓	✓



6.	Ability to establish positive relationships with children and empathise with their needs.	✓		✓	✓
7.	Ability to offer constructive feedback to children to reinforce self-esteem.	✓		✓	✓
8.	Ability to use own initiative and be solution focused	✓		✓	✓

Experience		E	D	A	I
1.	Working directly supporting families with children under 18	✓		✓	
2.	Proven track record of successfully leading safeguarding and/or family support	✓		✓	
3.	Working in a safeguarding role	✓			✓
4.	Working with Children's Services		✓	✓	
5.	Use of Microsoft Word, Excel, SIMS and other appropriate software effectively to an intermediate level	✓		✓	

Personal Attributes		E	D	A	I
1.	High levels of honesty and integrity and a highly ethical approach to all aspects of the role.	✓		✓	✓
2.	Work under pressure in a rapidly changing environment	✓		✓	✓
3.	Confident to challenge poor practice as required	✓		✓	
4.	Have a passion for and relentless determination that every child develops and succeeds.	✓		✓	✓
5.	Have high standards in terms of attendance, punctuality and meeting deadlines.	✓		✓	
6.	Adaptability to respond appropriately to challenging situations.	✓		✓	✓
7.	Willingness to participate in further training and development opportunities offered by the school to further enhance knowledge	✓		✓	
8.	Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓		✓	✓
9.	Be flexible to the ever-changing demands of working in a school	✓		✓	✓
10.	Committed to safeguarding and promoting the welfare of children and successfully DBS cleared.	✓		✓	✓