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|  | **Essential** | **Desirable**  |
| **Qualification and Training** | * English and Maths GCSE Grade C (or equivalent)
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| **Knowledge and Experience** | * Successful leadership and management experience in a school or other relevant organisation
* Experience of managing safeguarding in a school or other relevant organisation, including:
* Building relationships with children and their parents, particularly the most vulnerable
* Working and communicating effectively with relevant agencies
* Implementing and encouraging good safeguarding practice throughout a large team of people
* Demonstrable evidence of developing and implementing strategies to help children and their families
* Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
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| **Skills** | * Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies
* Ability to work with a range of people with the aim of ensuring the safety and welfare of children
* Awareness of local and national agencies that provide support for children and their families
* Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns
* Good IT skills, including previous use of Microsoft Office
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships with staff and other stakeholders
 | Experience of using ‘My Concern’ or other safeguarding tracking package |
| **Personal Attributes** | * Commitment to ensuring the safety and welfare of children
* Commitment to upholding and promoting the ethos and values of the school
* Integrity, honesty and fairness
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to equality
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