



# THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

## PERSON SPECIFICATION – Deputy Safeguarding Officer

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children/young people (11 -18) in a voluntary or professional capacity</li> <li>• Strong literacy skills –writing letters / reports conveying complex and or sensitive information.</li> <li>• Experience of working in partnership with external agencies.</li> <li>• Experience of working in a busy environment with conflicting priorities &amp; requiring high levels of accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children/young people in a safeguarding role within a school or agency environment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Safeguarding and Child Protection policies, procedures</li> <li>• Knowledge of current safeguarding issues</li> <li>• Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook</li> <li>• Understand and comply with procedures and legislation relating to confidentiality and data protection</li> <li>• This is a public facing role and the successful candidate must speak fluent English</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the responsibilities of a Safeguarding Officer.</li> <li>• Wider knowledge of related areas e.g. SEND</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to maintain a high level of confidentiality</li> <li>• Ability to work to high standard, strong organisational skills</li> <li>• Evidence of ability to work under pressure and meet tight deadlines</li> <li>• Strong interpersonal and communication skills – ability to empathise with students with a range of ages from different backgrounds and cultures</li> <li>• Ability to work on own initiative</li> <li>• Ability to deal with complex emotional issues</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling and mentoring skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working time</li> <li>• Self motivated</li> <li>• Reliable &amp; punctual</li> </ul>	