



THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

PERSON SPECIFICATION – Deputy Safeguarding Officer

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