



Person Specification Safeguarding Officer

	Essential	Desirable	Method of Assessment
Qualifications and Training	• Good standard of general education with a minimum of GCSE English and Maths at A-C or equivalent. • Relevant ICT qualifications (Microsoft Office Suite). • Relevant safeguarding, child protection, welfare, social care, education, or youth work qualification, or willingness to undertake training.	• NVQ Level 4/5 or equivalent. • Youth work qualification. • Mental Health First Aid or related wellbeing training. • First aid qualification.	• Application form • Certificates
Experience and Knowledge	• Experience working with children and young people in an educational, social care, youth work, or safeguarding setting. • Experience of working with vulnerable families and external agencies. • Experience maintaining accurate confidential records. • Knowledge of safeguarding and child protection procedures.	• Designated safeguarding training. • Experience of using CPOMS or similar safeguarding software. • Experience in a secondary school setting. • Experience of conducting home visits and multi-agency working. • Good working knowledge of using BROMCOM.	• Application form • Interview • References • Application process
Skills and Abilities	• Excellent communication and interpersonal skills. • Ability to establish professional relationships with young people and families. • Strong organisational and administrative skills. • Ability to work under pressure, prioritise workloads, and meet deadlines. • Excellent IT skills and experience with case management systems. • Ability to maintain confidentiality and demonstrate professional integrity.	Additional skills relevant and transferrable to an educational setting	• Application form • Interview • References