



# The Market Weighton School

## PERSON SPECIFICATION

### POST: Safeguarding and Child Protection Officer

	JOB REQUIREMENTS	Essential	Desirable	* How assessed
<b>Qualifications &amp; experience</b>	5 GCSEs at A*-C or 5-9 or equivalent including English & maths	▪		A & I
	Mental Health first aid certificate and First Aid Certificate		▪	A & I
	Previous relevant professional experience/qualification in safeguarding	▪		A & I
	Demonstrate a good working knowledge of computer software packages including school MIS software, Safeguarding MIS software/CPOMs, Microsoft Word, Excel & Outlook		▪	A, T & I
	Previous experience of working in a school setting		▪	A, I
	Knowledge and awareness of social issues relating to young people		▪	I
	Knowledge of external agencies and support networks related to child protection issues	▪		A
	Knowledge of Government statutory guidance and Local Authority policies and procedures	▪		A&I
<b>Personal &amp; interpersonal</b>	Willingness to undertake training as required	▪		A & I
	Ability to work to deadlines & a willingness to respond positively to all aspects of work	▪		A & I
	Effective team worker, able to work cooperatively with staff & students & be prepared to undertake tasks as directed	▪		A R & I

	Ability to be an effective timekeeper & able to manage & organise own workload	.		A R & I
	Good oral & written communication skills	.		A R & I
	Ability to use initiative – problem solving	.		A R & I
	Demonstrable attention to detail	.		A & T
	Helpful & positive attitude within a busy working environment	.		I
	Ensure image is respectable & professional at all times	.		I
	Excellent telephone manner	.		A & R
	Ability to maintain a calm approach & work effectively under pressure	.		A R & I
	Flexible to working patterns	.		A R & I
	Ability to lead and manage diverse teams of people effectively	.		I
<b>Staff Development</b>	A commitment to the responsibility of safeguarding & promoting the welfare of young people	.		I
	Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> )	.		I
<b>Child Protection</b>	Willingness to undertake Child Protection & Recognition of Abuse training when required	.		I

\* A = By Application, R = By References, I = Assessed at Interview, T = Skills Test