

**Post: Safeguarding and Attendance Officer**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Evidence of Continuous Professional development and training  |  | ✓ |
| 5 GCSE or equivalent including English and Maths (or equivalent) | ✓ |  |
| Willingness and ability to obtain and/or enhance qualifications and training for development in the post | ✓ |  |
| **Background and Experience** |  |  |
| Experience in working in a school environment  |  | ✓ |
| Experience and knowledge of issues effecting learners and young people and how to offer support and assistance  | ✓ |  |
| Experience of the common assessment framework and its use to support families and leaners  |  | ✓ |
| Experience of using Microsoft office packages and SIMS and web technologies  | ✓ |  |
| Providing pastoral support within an education al setting  |  | ✓ |
| **Abilities, Skills and Knowledge**  |  |  |
| Excellent communication and listening skills  | ✓ |  |
| Ability to respect and maintain confidentiality  | ✓ |  |
| Knowledge of other agencies able to support learner with specific vulnerabilities and how to access this support  | ✓ |  |
| Clear knowledge and understanding of safeguarding Policies and Procedures | ✓ |  |
| Efficient and effective organisational skills | ✓ |  |
| Ability to cope with unexpected situations  | ✓ |  |
| Ability to work effectively as part of the team understanding school roles and responsibilities and your own position within these | ✓ |  |
| Ability to maintain positive relationships with students and other adults | ✓ |  |
| Commitment to promoting equal opportunities and inclusion  | ✓ |  |
| Ability to prioritise work quickly and accurately particular under pressure to meet deadlines | ✓ |  |
| Ability to work unsupervised use own initiative and make appropriate decisions  | ✓ |  |
| A clean and valid driving licence |  | ✓ |
| **Personal Qualities**   |  |  |
| Strong commitment to school values and ethos | ✓ |  |
| Commitment to support the Trust agenda for Safeguarding and equality and diversity  | ✓ |  |
| A flexible approach and strong work ethic | ✓ |  |
| High levels of professional and personal integrity, resilience, persistence and perseverance  | ✓ |  |
| A strong commitment to the personal spiritual and social health and development of young people  | ✓ |  |

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This aappointment is subject to satisfactory enhanced status checks from the Disclosure and Barring Service. The school promotes equal opportunities.**