



Person Specification Safeguarding Manager

Location:	School as allocated
Contracted Hours:	37
Contract Basis:	Term Time + 1 week (39 weeks)
Grade/Range:	MAT 8 (SCP 22-25)
Special Conditions:	Occasional travel to other sites (e.g. to attend team/collaboration meetings, training etc.) may be required
Reporting to:	Trust Safeguarding Lead
Revised Date:	April 2026

Qualifications and training:	Essential	Desirable
Recognised social work or similar qualification		✓
Relevant safeguarding qualification (e.g., Designated Safeguarding Lead training, at least Level 2 Child Protection, or equivalent).	✓	
Proven commitment to ongoing professional development, particularly in relation to safeguarding and child protection.	✓	
Degree or equivalent		✓
4 GCSEs (grade C or 4) equivalent (including Maths & English)	✓	
Experience:		
Minimum two years' experience of dealing with safeguarding-related matters, including the identification, reporting, and management of safeguarding concerns and incidents.	✓	
Experience of working collaboratively with external agencies, e.g. social care, law enforcement, and local safeguarding boards.	✓	
Experience working with children and young people, understanding their needs and providing appropriate support.	✓	
Experience of working in an educational or similar setting	✓	
Experience of appropriate safeguarding systems (e.g. CPOMS, IRIS etc.)	✓	
Experience of working in a confidential and professional manner.	✓	
Experience of working in an educational or similar setting	✓	
Knowledge, Skills and Abilities:		
In depth knowledge of child protection legislation and guidance, safeguarding protocols and best practices	✓	
Excellent interpersonal skills and the ability to work with a range of people, including pupils, families, colleagues and other professionals etc.	✓	
Excellent analytical skills in order to analyse complex data and information and use this to monitor and support activities and promote solutions.	✓	
Excellent record keeping skills and attention to detail, in order to maintain comprehensive case notes, take minutes of meetings, and document safeguarding concerns	✓	

Ability to produce clear, concise and accurate reports.	✓	
Ability to supervise and support direct reports and colleagues where appropriate	✓	
Excellent ICT skills	✓	
Ability to maintain a high standard of performance whilst managing a diverse workload with conflicting priorities and deadlines	✓	
Personal Qualities:		
Planned and organised approach to workload	✓	
Work accurately and methodically with attention to detail	✓	
Maintain absolute confidentiality and integrity	✓	
Think laterally and instigate new ideas and approaches	✓	
Professional attitude and appearance and positive "can do" approach to tasks	✓	
The ability to keep calm in challenging situations	✓	
Excellent interpersonal and communication skills	✓	
Committed to the provision and improvement of a quality service	✓	
Committed to CPD	✓	
Other:		
Understands the importance of policies for safeguarding children and young people	✓	
Committed to equality and diversity	✓	
Able to travel between Trust sites	✓	
Enhanced DBS Check	✓	
Fluent in the use of the English language	✓	