

**CHARTERS SCHOOL
PERSON SPECIFICATION
Associate Staff: Safeguarding Administrator and Student Wellbeing Support**

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
Knowledge and qualifications	• Good standard of education, at least to A level/GCE • Office systems and procedures	Understanding of relevant safeguarding legislation	Application form
Experience	• Practical experience of working with students • Competent in the use of ICT systems in particular Microsoft Office: Word, Excel, Powerpoint • Working as part of a team and on own initiative • Responding to queries and problem solving • Setting up and maintaining administration systems including electronic systems • Practical experience of working in a confidential office environment	Experience of mentoring and working with students or young people; Experience working in a safeguarding context; Experience in ParentPay, Arbor, OneDrive, SharePoint and Office 365;	Application form/interview/reference
Quality of Relationships	• Able to relate to students, teachers and parents in a calm and sympathetic manner • Ability to display fairness and respect for students and colleagues • Working as part of a team and on own initiative		Interview/application form
Personal Style and Characteristics	• Mature and professional manner • Conscientious with commitment to providing a high quality of service • Good timekeeping, attendance and flexibility • Open minded, friendly and proactive • Calm and caring, including when under pressure • Self-motivated • Ability to multi-task and meet deadlines • Sense of humour		Interview/reference
Skills and Aptitude	• Ability to demonstrate a methodical, organised and flexible approach to work • Effective listening, verbal and written communication skills • Excellent interpersonal skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships • Ability to design and process a wide range of documents in accordance with instruction and in-house style, paying attention to detail • Ability and willingness to learn quickly • Ability to maintain a high level of confidentiality and discretion at all times		Interview

Charters School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the requirements of Keeping Children Safe in Education (KCSIE) and the school's safeguarding policies. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to safer recruitment procedures, including satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, and other relevant pre-employment checks. Charters School is an Equal Opportunities Employer.