

## THE CHERWELL SCHOOL

*Kindness, Opportunity, Responsibility, Excellence*

### Safeguarding Coordinator

#### Person Specification

Criteria	Essential	Desirable	How Assessed
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ 3 GCSE's (A-C) including English Language and Mathematics</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application Form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in dealing with safeguarding and child protection matters</li> <li>▪ Up to date and maintained knowledge of Safeguarding policies, guidance and legislation</li> <li>▪ Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with and managing relationships with external agencies</li> <li>▪ Experience of working with children who have experienced trauma</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ References</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>▪ Level 3 Safeguarding training</li> </ul>		<ul style="list-style-type: none"> <li>▪ Interview</li> <li>▪ Application Form</li> <li>▪ Sample activity</li> <li>▪ Student Panel</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>▪ Ability to remain calm under pressure</li> <li>▪ Ability to be discrete and keep information confidential</li> <li>▪ Excellent interpersonal skills, with the ability to quickly build strong relationships</li> <li>▪ Ability to prioritise and use own initiative</li> <li>▪ Ability to work with a range of people with the aim of ensuring the safety and welfare of children</li> <li>▪ Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flexibility in working patterns may be required</li> <li>▪ Car owner or access to mobility transport</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interview</li> <li>▪ Sample activity</li> <li>▪ Student Panel</li> <li>▪ Application Form</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Enthusiastic and committed</li> <li>▪ Open-mindedness</li> <li>▪ A forward thinking approach</li> <li>▪ Ability to deal with sensitive matters and emotional demands</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potential for further promotion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interview</li> <li>▪ Sample activity</li> <li>▪ Student Panel</li> <li>▪ Application Form</li> </ul>

<p><b>Safeguarding and Wellbeing</b></p>	<ul style="list-style-type: none"> <li>▪ A commitment to safeguarding duty and promoting children’s wellbeing in accordance with school guidelines</li> <li>▪ A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community</li> <li>▪ To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community</li> </ul>	<ul style="list-style-type: none"> <li>▪ Desire to take on further/ advanced Safeguarding training and responsibilities</li> <li>▪ Evidence of CPD undertaken in this area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application Form</li> <li>▪ References</li> <li>▪ Formal Interview</li> </ul>
--	---	---	--