

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Safeguarding Coordinator

Person Specification

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

Safeguarding and Wellbeing	<ul style="list-style-type: none"> ▪ A commitment to safeguarding duty and promoting children’s wellbeing in accordance with school guidelines ▪ 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 ▪ 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 	<ul style="list-style-type: none"> ▪ Desire to take on further/ advanced Safeguarding training and responsibilities ▪ Evidence of CPD undertaken in this area 	<ul style="list-style-type: none"> ▪ Application Form ▪ References ▪ Formal Interview
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