

	<b>Role:</b>	Safeguarding & Child Protection Team Administrator
	<b>Salary Scale:</b>	Scale 6 – Term Time only (39 weeks), 30 hours per week
	<b>Updated:</b>	November 2024

Descriptor	Requirement	Evidence
	D: Desirable E: Essential	A: Application I: Interview T: Task
<b><i>Qualifications/Training</i></b>		
GCSEs (or other equivalent qualifications) in English & Mathematics	E	A
A Levels (or other equivalent qualifications) in relevant subject area(s)	D	A
Undergraduate Degree in relevant subject area(s)	D	A
Additional professional qualifications	D	A
Evidence of recent further professional development	D	A
<b><i>Professional Experience</i></b>		
Experience of using ICT software (e.g. Google docs or Microsoft)	E	A + I + T
Interest in working with children with a range of abilities	E	A + I + T
Experience of working with children and/or young people	D	A + I
Experience in similar position and/or environment	D	A + I + T
<b><i>Competencies, Knowledge &amp; Understanding</i></b>		
Basic knowledge of 'Keeping Children Safe in Education' Statutory Guidance	D	A + I + T
Ability to be discreet, tactful and to value confidentiality	E	I + T
Effective and clear communication skills and good interpersonal skills	E	A + I + T

Appropriate and accurate use of English in written and oral communications	E	A + I + T
An ability to work flexibly and cooperatively in a team context	E	A + I
Ability to maintain effective working relationships with students, parents/carers, colleagues, social services, police and other stakeholders in the school community	E	A + I
An ability to remain calm and personable under pressure	E	A + I
Ability to work collaboratively and with minimum supervision	E	A + I
Ability to improvise, problem solve and present solutions. Flexible 'can do' attitude	E	A + I + T
High level of literacy and numeracy skills	E	A + I + T
High level of IT Skills including knowledge of Microsoft and Google Docs; ability to use email and the internet effectively and securely	E	A + T

Good organisational skills	E	A + I
Conscientious and flexible attitude and a wish to achieve high professional standards	E	A + I
<b><i>Personal Qualities</i></b>		
A commitment to working in a busy school environment	E	A + I
Flexible, motivated and committed to high standards of working	E	A + I
Good attendance and punctuality	E	A + I
Resilience, energy and enthusiasm	E	A + I
Adaptability to changing circumstances and new ideas	E	A + I
Professional approach to working	E	A + I
Resilient and determined to achieve goals	E	A + I
Committed to the ethos of the school	E	A + I
Willingness to be flexible and take on additional duties as and when required	E	A + I

Willingness to participate in further training and development opportunities offered by the school	E	A + I
Possess high levels of integrity and honesty	E	A + I
<b><i>Equal Opportunities Awareness</i></b>		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	A + I
A commitment to working in a multi-cultural environment and with pupils and staff from diverse backgrounds and abilities	E	A + I
A commitment to working in a flexible and collaborative manner with all members of the school community	E	A + I
<b><i>Child Protection &amp; Safeguarding Awareness</i></b>		
A strong understanding of child protection and safeguarding matters	E	I
A commitment to safeguarding and promoting the welfare of young people	E	I + T