



Diocese of Northampton – Duns Scotus Trust
 A registered charitable Company limited by guarantee (number 10435919)
 Address: St. Joseph's Catholic High School, Shaggy Calf Lane, Slough, Berkshire, SL2 5HW



**St. Ethelbert's Catholic
 Primary School and Nursery**

'Learning, achieving and growing together with Jesus'
 Headteacher: Mrs F. Maynard

Wexham Road, Slough, Berkshire SL2 5QR
 Telephone: 01753 522048 Fax: 01753 552613
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Safeguarding and Well Being Officer: Person Specification

		Essential	Desirable
Knowledge, Qualifications and Training	1. GCSE in Maths and English.	X	
	2. Educated to an A-Level standard.		
	3. Proficient in the use of Microsoft Office, including creating and editing word and excel files.	X	
	4. At least intermediate knowledge of SIMs or experience of working with data management software.	X X	
	5. Strong communication skills, both written and oral.	X	
	6. Have a good working knowledge of safeguarding and child protection legislation and the responsibilities of the school in "keeping children safe".	X	
	7. Have a good, sound, working knowledge of current data protection and confidentiality related legislation.	X	
	8. Completed safeguarding training.		
Experience	1. Experience of working in a school environment.	X	
	2. Experience of working with young people.	X	
	3. Experience of working in a customer focused role with members of the public.	X X	
	4. Experience of working successfully as a member of a team.	X	
	5. Experience of dealing with safeguarding and child protection issues.		X
Ability/Skills	1. Ability to analyse national safeguarding policies and procedures and ensure local policies and procedures are amended to reflect any changes.	X X	
	2. Ability to communicate and monitor compliance with safeguarding policies and procedures throughout the school.	X	
	3. Capable of working under operational pressure in a challenging environment.	X	
	4. Ability to use IT to record data and write clear and detailed case notes and letters and reports.	X X	
	5. Ability to engage constructively and respectfully with, and relate to, a wide range of young people and their families/carers and explain concerns and legal responsibilities	X	
	6. Excellent communication, negotiating, mediating and interpersonal skills, in particular, an ability to relate well to young people, parents/carers, colleagues and professionals	X X	
	7. Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour.	X	
	8. Ability to relate well and develop positive professional relationships with children of all ages.	X	
	9. Ability to be discreet and maintain confidentiality.		
	10. Ability to participate in training and professional development.		
	11. Ability to work effectively with other members of the administration team, teaching and support staff and senior leaders within the school	X	
	12. Ability to work effectively and network with a range of services in order to build	X X	
	13. Ability to show initiative but seek guidance if necessary	X	
	14. Ability to multi task and to keep calm under pressure.	X	
	15. Ability to keep up to date and accurate records (paper and electronic).	X	
Equal Opportunities	1. Commitment to equal opportunities.	X	
	2. Ability to promote and support the school's equal opportunities policy.	X	

St Ethelbert's Catholic Primary School and Nursery has a commitment to safeguarding, and the welfare and wellbeing of children.



Personal Characteristics	1. Polite, professional and approachable manner at all times	X	
	2. Empathetic, caring, calm and patient	X	
	3. Show a pro-active approach and willingness to share and develop ideas to improve service to pupils and families	X	
	4. To value and understand the important of developing positive partnerships with parents in order to improve outcomes for young people	X	
	5. Ability to work independently, flexibly & adapt to changes in the workplace.	X	
	6. To pay attention to detail and work with accuracy		
Other	1. An understanding of Safeguarding and Child Protection in a school environment	X	
	2. Knowledge of Health and Safety and Risk Assessments	X	
	3. Supportive of the Catholic ethos of the school		X