



Person specification

Safeguarding & Attendance Manager	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3	
Demonstrates detailed knowledge of assessing the needs of children, young people and their families in accordance with the integrated children's system and the statutory assessment at all levels.	SI	3	
Demonstrates an advanced understanding of the legal framework relating to child protection, contained in Working Together 2018, Section 175/Section 157 of the Education Act 2002, Safer Recruitment in Education, Early Years Foundation Stage and the Children Act 1989/2004.	SI	3	
Demonstrates extensive detailed knowledge of current childcare legislation	SI	3	
Demonstrates and possess knowledge of Keeping Children Safe in Education and Working Together to Safeguard. Dfe guidance	I	3	
A good working knowledge of the Ofsted inspection Framework, including its focus on the quality of education and safeguarding as it applies to schools and alternative provisions.	SI	3	
Demonstrates extensive knowledge of child development, attachment theory, anti-discriminatory practice and social work theory.	I	3	
Demonstrates awareness of major research findings and child practice review reports on child protection and/or planning for children and implications for assessments and decision making and to have the ability to disseminate this information within the team and the wider federation over the long term.	I	3	
Demonstrates skills in work planning, problem analysis, time management and working to deadlines.	SI	3	
Demonstrates practical and theoretical knowledge which can be effectively demonstrated and used in a variety of practice arenas, i.e.: Child Protection Conference, strategy meetings, Early Help Assessment	I	3	
Demonstrates a detailed understanding of the structures and systems in place which provide the framework for undertaking all core and statutory duties.	SI	3	
Sound knowledge of diversity issues and of anti-discriminatory practice and the impact that oppression has on service users.	SI	3	

Ability to communicate with children, negotiate and influence analysis and planning with a wide range of practitioners, managers and partners from other agencies.	I	3	
Demonstrates knowledge and understanding of current issues in social work practice, particularly relating to child protection, child care planning, including assessment of complex and contentious information.	SI	2	
Ability to ensure that designated staff provide evidence based quality assessments and produce focused and updated care plans based on assessment of need.	SI	3	
Ability to make sound judgements based on analysis of the written facts and information.	SI	3	
Ability to manage stress and work under pressure	SI	3	
Ability to maintain confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	SI	3	
Ability to manage change	SI	3	
Ability to monitor and review all cases in accordance with safeguarding procedures and safer recruitment.	SI	3	
Ability to prepare succinct reports and present these in a formal setting.	SI	3	
Demonstrate knowledge of the evidence about what makes good quality practice in working with Children and Families to safeguard children and promote their welfare	SI	3	
High level inter-personal skills, including the ability to develop effective working relationships, undertake high level negotiation with third parties and promote good customer care.	SI	3	
Ability to provide effective solution focused safeguarding supervision and support and challenging practice where necessary in geographically dispersed workplaces.	SI	3	
Excellent time management skills with proven ability to prioritise work and conflicting demands.	SI	3	
Ability to problem solve under pressure.	SI	3	
Ability to lead, motivate and develop designated staff.	SI	3	
Demonstrates an understanding and commitment to equality of opportunity and anti-discriminatory practice and the ability to challenge and rectify discriminatory practice at individual and systemic levels.	SI	3	
Demonstrates an ability and understanding of managing significant emotional demands on the post holder when dealing with or responding to complex child abuse information and manage appropriately, emotional, distressed or agitated colleagues.	SI	3	
Possess knowledge, understanding and commitment to safeguarding and promoting the welfare of students, with a very good understanding of online issues and prevent.	SI	3	

Be able to respond to enquiries and complete concise and complex reports in a timely manner	SI	3	
Be able to maintain accurate and comprehensive records and ensure their confidentiality. Excellent presentation and report writing skills	SI	3	
Experience: specify type, level and length required; if any. It is essential that the post holder has/is;		3	
Experience of managing a delegated budget and provision of impact reports	SI	3	
Significant experience, substantially in services to children and families.	SI	3	
Experience of chairing agency meetings	SI	3	
Confidence and ability to work constructively with senior managers, offering a critical perspective and appropriate challenge	SI	3	
Experience of determining priorities in the implementation of an educational or Early Years safeguarding education service.	SI	3	
Experience of project planning and project delivery	SI	2	
Experience and commitment to the use of IT systems and communication tools	SI	3	
Knowledge and understanding of customer care practices	SI	2	
Knowledge and understanding of the importance of performance management and the use of management information systems in coordinating services.	SI	3	
Working knowledge of health and safety issues.	SI	2	
Experience of carrying out audits	SI	3	
Extensive experience in preventing, detecting and responding to abuse and exploitation, and managing related teams	SI	3	
Case management and investigative work	SI	3	
Desirable knowledge			
Knowledge and understanding of attendance in education	SI	3	
Working knowledge of the Arbor Management Information System (MIS) attendance system would be desirable			

Qualifications/ Training			
<ul style="list-style-type: none"> • Professionally recognised certification relevant to the post, Degree level in social care or education relevant to the post or equivalent significant experience and knowledge pertinent to the role. Recognised certification for leadership and management • Additional specialist and relevant training in the area of vulnerable children and young people. • Willingness to undertake further training 	SI	3	
	SI	3	
	SI	3	
Additional Factors:			
<ul style="list-style-type: none"> • Commitment to a high quality transparent service to children and their families. • A commitment to develop the safeguarding profession • Maintains emotional resilience in working with challenging behaviors and attitudes • Enhanced DBS disclosure • A commitment to professional updating and personal development. • A working knowledge of adult learning theories. • General understanding of recruitment selection and of capacity policy and procedures. • Be committed to keeping up to date with current thinking and future developments in the areas of safeguarding and child protection. • Leading teams, setting clear performance measures and proactively tackling issues of concern • Be self-motivating and persistent • Willingness to be flexible and work to meet the best interest of the Trust 	SI	3	
Prepared on: December 2024			