



Person Specification

Job Title

Safeguarding Administrator

Qualifications



Essential

1. Keyboard skills essential	A/I
2. NVQ 2 in Business Admin and/or Customer Care or willing to work towards	A/I
3. Level 2 English and Maths qualification or willingness to achieve within 18 months	A/I
4. Basic IT skills	

Desirable

5. Be responsible for and actively engage in own personal development	A/I
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Key skills

Essential

6. Good standards of verbal and written communication	A/I
7. Ability to prioritise and manage own time	A/I
8. Good organisational skills (able to plan workload)	A/I
9. Ability to work collaboratively with a multi-disciplinary team	A/I
10. Ability to maintain professional boundaries	A/I
11. Ability to work in a challenging and pressured environment	A/I
12. Ability to demonstrate empathy and react with sensitivity having regard to individuals' wishes	A/I
13. A non-discriminatory approach	A/I

Desirable

14. Understanding of own abilities, limitations and when to seek support	A/I
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Experience

Essential

15. Experience of working in an office/administration environment	A/I
16. IT user including knowledge of database software and Microsoft Office Suite, with basic excel experience	A/I
17. Ability to communicate at all levels both orally and in writing essential	A/I
18. Excellent organizational and planning skills	A/I
19. Excellent customer service skills and ability to problem solve	A/I
20. Accuracy and attention to detail	A/I
21. Confident approach and ability to maintain professional standards	

Desirable

22. Experience of working in a Care and Educational environment	A/I
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Knowledge

Essential

23. Understanding the need for Confidentiality	A/I
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Desirable

24. Understanding of person-centred care	A/I
25. Understanding of complex care needs for young people and adults	A/I
26. Understanding of Safeguarding issues	A/I

Other personal requirements

Essential

27. Flexibility to work the hours and days to meet the varying needs of the College. This is	A/I
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likely to include weekends, evenings and bank holidays
28. A respectful and inclusive attitude to service users and colleagues

Desirable

29. Access to a vehicle

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✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview