Address: Suite 2, 3rd Floor, St Nicholas Building,
St Nicholas Street, Newcastle upon Tyne, NE1 1RF
Telephone: 0191 662 2400 **Email:** info@laidlawschoolstrust.com
Website: www.laidlawschoolstrust.co.uk

PERSON SPECIFICATION

Post title:	Trust Safeguarding and Attendance Manager
Academy:	LST Central Office with regular visits to all academies
Reporting to:	Strategic Director of Operations / Director of Education
Salary/pay range:	NJC Scale PO4 – SCP35-37 (£47,655 - £50,908 per annum)
Hours of work:	37 hours per week, all year round. Term Time Only 'plus' arrangements would be considered

The successful candidate will meet the criteria detailed within this person specification. The listed criteria will form the basis of the selection process. Applicants should address all elements of the person specification, indicating experience and where appropriate, citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
5 GCSEs (or equivalent) including English and Mathematics	X		
Level 3 qualification or equivalent professional qualification	X		
Relevant degree or equivalent professional experience		X	
Designated Safeguarding Lead training (current or previously held)	X		
Full driving licence and access to a vehicle for business use (or ability to otherwise meet the travel requirements of the post).	X		
Safer Recruitment training		X	
Evidence of continuing professional development in safeguarding, attendance, inclusion or child protection	X		
Personal Attributes	**Essential**	**Desirable**	**How Identified**
Demonstrates a strong commitment to safeguarding and promoting the welfare of children and young people	X		Application form/Interview/ Task
Passionate about improving outcomes for children, particularly vulnerable learners	X		Application form/Interview
Resilient, calm and professional when dealing with sensitive or challenging situations	X		Interview
Demonstrates integrity, discretion and the ability to maintain confidentiality	X		Interview

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Collaborative and supportive whilst able to provide constructive challenge where required	**X**		Interview
Highly motivated and committed to continuous improvement	**X**		Interview
Embodies the values and ethos of Laidlaw Schools Trust	**X**		Application Form/ Interview
Ability to travel regularly between Trust sites	**X**		Application
Flexible approach to working arrangements in order to meet operational requirements	**X**		Interview
Knowledge and Experience	**Essential**	**Desirable**	**How Identified**
Significant experience of safeguarding practice within an education setting	**X**		Application form/Interview
Experience of supporting vulnerable children and families and working within safeguarding procedures	**X**		Application form/Interview
Experience of working with statutory safeguarding guidance including Keeping Children Safe in Education and Working Together to Safeguard Children	**X**		Application form/Interview
Experience of multi-agency working with Children's Social Care, Early Help, Health Services and other safeguarding partners	**X**		Application form/Interview
Experience of undertaking audits, monitoring compliance and quality assurance activities	**X**		Application form/Interview
Experience of supporting schools to improve attendance, particularly persistent and severe absence	**X**		Application form/Interview
Experience of analysing attendance, safeguarding or pupil welfare data to identify trends and inform actions	**X**		Application form/Interview
Experience of providing advice and support to senior leaders on safeguarding or attendance matters	**X**		Application form/Interview
Experience of leading training, networks or professional development for colleagues		**X**	Application form/Interview
Experience of CPOMS or other safeguarding management systems	**X**		Application form/Interview
Knowledge of statutory attendance guidance and best practice relating to persistent and severe absence	**X**		Application form/Task/Interview

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Experience of working across multiple schools or organisations	**X**		Application form/Interview
Skills	**Essential**	**Desirable**	**How Identified**
Excellent knowledge of safeguarding legislation, guidance and best practice	**X**		Application form/Interview
Ability to provide professional challenge whilst maintaining positive working relationships	**X**		Interview
Ability to assess risk and make sound professional judgements in complex situations	**X**		Interview/Task
Strong communication skills, both written and verbal	**X**		Application form/Interview
Ability to build effective relationships with school leaders, staff, families and external agencies	**X**		Interview/Task
Strong organisational skills and ability to manage competing priorities	**X**		Application form/Task/ Interview
Ability to produce high-quality reports, recommendations and action plans	**X**		Application form /Interview
Ability to analyse information, identify trends and recommend improvements	**X**		Interview/Task
Proficient use of Microsoft Office applications and digital systems	**X**		Application form/Task
Ability to deliver presentations, training and professional development activities		**X**	Interview
Equal Opportunities	**Essential**	**Desirable**	**How Identified**
Commitment to equality, diversity and inclusion	**X**		Application form/Interview
Commitment to ensuring fairness and equity for all children, families and staff	**X**		Interview
Safeguarding	**Essential**	**Desirable**	**How Identified**
Demonstrates a clear understanding of safeguarding responsibilities within education	**X**		Application form/Interview
Up-to-date knowledge of statutory safeguarding guidance and legislation	**X**		Interview

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Commitment to promoting a culture of vigilance and safeguarding excellence across the Trust	**X**		Interview