

Safeguarding and Medical Needs Manager

Qualifications and Knowledge	Essential	Desirable
A sound knowledge of the work of the school	✓	
General Secretarial/administrative	✓	
Child protection and safe working practices	✓	
Educated to GCSE level with Maths and English at Grades A* - C/9-4 or equivalent	✓	
Good numeracy and literacy skills	✓	
Good ICT skills	✓	
Skills and Abilities	Essential	Desirable
Ability to work independently demonstrating initiative and proactivity	✓	
Ability to contribute to whole school planning	✓	
Ability to develop and maintain efficient record keeping systems	✓	
Ability to problem solve through appropriate consultation	✓	
Ability to identify work priorities and manage own and others workload to meet deadlines whilst ensuring that lower priority work is kept up to date		✓
Ability to take responsibility and work autonomy within set boundaries	✓	
Excellent interpersonal skills, including the ability to manage challenging issues with staff, parents and students	✓	
Ability to present appropriately to a range of audiences	✓	
Effectively work and communicate with people at different levels, both within and outside the organisation	✓	
Excellent planning and organisational skills to include time management	✓	
Experience with Microsoft office systems, specifically word, Excel and PowerPoint	✓	
The ability to write clearly and concisely and to produce and maintain documents and systems.	✓	

Ability to present information in a logical, clear and concise format and to communicate this effectively to stakeholders, both verbally and in writing	✓	
Methodical with good attention to detail	✓	
Ability to manage confidential and sensitive information	✓	
Experience	✓	Desirable
Experience of, or willing to learn, a range of computer applications	✓	
Experience of working in an SEN school		✓
Experience of working with young people	✓	
Experience of working with outside agencies, particularly social care/Children's care	✓	
Personal Qualities	Essential	Desirable
Passionate about helping all students to identify and fulfil their potential. Look for the best in the young people they are working with	✓	
Remain calm under pressure	✓	
Flexibility to adapt to change whilst maintaining predefined standards	✓	
The school is fully committed to the DFE guidance on safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures.		