



THE PERSON

Safeguarding Administration Assistant

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Role Specific -Level 2 standard of education (e.g. GCSE) or equivalent experience demonstrating good numeracy and literacy.	E	
Knowledge & Experience		
<i>A knowledge of Safeguarding Adults and children. Attained Safeguarding Level 1 and Level 2</i>	E	
<i>Experience of working with confidential data and formatting reports</i>	E	
Experience of working independently and as part of a team.	E	
Experience of using information to solve problems.	E	
Knowledge of the broader activities of Essex Fire & Rescue Service.	D	
Skills & Abilities		
Good written and verbal communication skills. Able to produce a high standard of reports, interpret data sets and minutes.	E	
Confident and well versed in using ICT systems such as Word, Excel, Outlook & Powerpoint (may be role specific systems).	E	
Able to work on own initiative without constant supervision.	E	
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure.	E	
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	

Person Specification

Able to help others acquire skills and experience.	E	
Other		
The ability to travel around the county may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form