**JOB DESCRIPTION**

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| **JOB TITLE** | Safeguarding Support Assistant |
| **GRADE** | A1 – A7 |
| **DEPARTMENT** | Safeguarding |

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| **JOB PURPOSE**  To support the safeguarding team with any administrative tasks and take responsibility for identified cohorts of children in relation to safeguarding |

**KEY TASKS**

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| To undertake a range of administrative duties to ensure an effective office environment. |
| To arrange appointments and room bookings for multi-agency personnel.  To ensure that the Academy’s ethos and positivity is effectively communicated to all visitors. |
| To obtain, collate, and despatch all paperwork relating to multi-agency meetings, cohorts of children and training resources.  To develop systems and processes to ensure efficiency. |
| To take messages as and when required and forward to appropriate member of staff. |
| Filing, record keeping, sorting mail, making appointments, maintaining diaries etc.  To undertake a range of word processing tasks as required, such as letters, records, lists etc.  Ensure excellent provision in regard to a specific cohort of children to ensure high quality outcomes.  Attend multi-agency meetings where appropriate.  Implement the use of data and or evaluation to support outcomes.  Liaising with school staff to obtain relevant data and information for identified children.  Keeping up to date with the requirements of the role. Ensuring attendance at appropriate INSET training and external training to develop own personal knowledge and expertise.     |  |  | | --- | --- | | **STANDARD DUTIES** | | | 1. | Promote and implement equality and diversity | | 2. | Adhere to legislation and the Academy’s policies and procedures | | 3. | Due regard to safeguarding and promoting the welfare of children and young people. | | 4. | Participate in performance reviews and professional/personal development activities. | | 5. | Will model the Academy’s values at all times to generate a shared purpose | | 6. | Respect confidentiality. Confidential information to be kept in confidence and not released to unauthorised persons. | | 7. | To undertake any other duties as appropriate, commensurate with the grade of the post. |   **CONTACTS**   |  | | --- | | All employees and contractors on site  Senior Leadership Team |  |  |  | | --- | --- | | **RELATIONSHIP TO OTHER POSTS** | | | Responsible to: | SID | | Responsible for: | NO STAFF RESPONSIBILITIES |  |  | | --- | | **SPECIAL CONDITIONS**  Enhanced DBS Check for a Regulated Activity. | |

**PERSON SPECIFICATION**

**Job Title: Safeguarding Support Assistant**

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|  | **Selection criteria (Essential)** | **Selection criteria (Desirable)** | **How to be Assessed** |
| **Education & Qualifications** | Numerate and literate sufficient to meet the demands of the post | Relevant ICT qualification (Microsoft, SIMS)  Other relevant professional qualifications | AF, T, I, C  AF, C  AF, C |
| **Experience** | Highly successful practitioner with experience of a range of administrative tasks and responsibilities including filing, record keeping, collating information.  Experience of establishing / developing efficient recording of statistical information in a clear way to be understood by others  Experience of using standard office equipment and software packages e.g. Microsoft Office | Experience of working in a school | AF, I  AF, T  AF, I, C |
| **Skills & Abilities** | Organisational skills sufficient to prioritise own work .  Interpersonal and communication skills to deal effectively and with sensitivity, to a wide range of audiences including but not restricted to students, parents/carers and the local community  Effective written and verbal communication skills appropriate for a range of different audiences.  Effective working independently, as a leader and as part of a team.  Effective at working under pressure and multi-tasking.  Analytical skills to reflect on own skills and knowledge and to evaluate and develop.  Ability to communicate effectively and develop professional relationships with internal and external customers.  Ability to demonstrate imagination and creativity to contribute to the realisation of the Academy vision.  The will to model the values of the Academy at all times and ability to generate a shared purpose.  A commitment to community cohesion and social inclusion.  Personal resilience and determination to achieve the highest standards for yourself and others.  Effective lead in respect of indentified cohorts/groups.  Ability to motivate and support other professionals. |  | AF, T  I  AF, T, I  AF, T, I  AF, T, I  AF, I  AF, I  I  I  I  I  AF, T, I  AF, I |
| **Knowledge** | Knowledge of data protection and information security and an understanding of why it is important to keep information confidential and secure  Knowledge of the basic principles of office management | Knowledge of “Safer Recruitment” and safeguarding children practices | AF, I  AF, T, I  AF |
| **Work Circumstances** | Enhanced DBS Check for a Regulated Activity  Occasional evening and weekend work, with adequate notice  Take annual leave out of term time, i.e. in school holidays |  | I  I  I |

AF – application form, T- test, I – interview, C – certificate

*N.B. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview*