

JOB DESCRIPTION

Administrator for Safeguarding Team

Job Title:	Safeguarding Administrator
Hours:	15 hours per week, term-time only Daily hours – Flexible to be agreed
Grade:	Grade 6, Points 8-13, starting at Point 8. £10.34 per hour.
Responsible to:	Assistant Headteacher / Designated Safeguarding Lead (DSL)

- To provide support to the DSLs with students and their families, removing barriers to learning e.g. poor attendance, child protection issues.
- To liaise with parents, appropriate agencies including Social Services, Police, Health, and the wider school community to support all concerned with students.
- To promote the five aims of Every Child Matters in supporting students to:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well being

Responsibilities:

- Liaising with school staff, statutory and voluntary agencies to access all forms of support for students.
- Co-ordinating and arranging relevant meetings e.g. Multi-Agency, Parent Contract, Team Around Families, student meetings with Outside Agents etc.
- To assist the safeguarding team with Child Protection responsibilities in the following way:
 - Following confidentiality policy, having an up to date understanding of issues involved.
 - Liaising with representatives from relevant external agencies as required, e.g. organising school counselling appointments
 - Acting as a school representative at in-school interviews involving outside agencies as directed by the DSL.
 - Completing relevant paperwork for external agencies.
 - Maintaining and updating the child protection file as directed.
- Collating and recording safeguarding information of new school starters and uploading to My Concern (online platform).
- Transferring safeguarding information on individual students to other educational establishments, when required.
- Keeping records and informing staff of Safeguarding training needs.
- Keeping records and informing staff of student risk assessments.
- Managing and administering the online platform, My Concern.
- Providing routine clerical support e.g. photocopying, filing, emailing, completing routine forms for members of the team.
- Maintaining up to date manual and computerised records / management information systems.
- Undertaking typing, word-processing and other IT based tasks.
- Undertaking routine administration.
- Following school protocol in producing relevant letters for the team.

- Maintaining the department register and associated protocols.
- Provide support for staff in the Warriner Learning Centre.

Conditions of employment

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.
- To uphold The Warriner School's policy in respect to child protection matters.
- The post holder may be required to perform any other reasonable tasks after consultation with the Designated Safeguarding Lead and/or Headteacher.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation.