

Job Description

Job title: Safeguarding Administrator

Reports to: Vice Principal in charge of Safeguarding , Designated Safeguarding Lead

Location: Sir Geoffrey Leigh Academy

Job Purpose

Work with staff across the school to maintain and develop standards and record keeping of safeguarding and inclusion including behaviour, attendance and student welfare.

Duties and Responsibilities

- Help to develop safeguarding systems across the school
- Provide welcoming, supportive, efficient administrative duties relating to safeguarding, behaviour, student welfare and medical records
- Fulfil the role of safeguarding liaison
- Deputise for other administration roles in the Inclusion and Support department
- Provide First Aid as required
- Supporting in making and maintaining accurate Health & Safety Care Plans and Personal Emergency Evacuation Plans
- Be responsible for all administration related to student safeguarding and wellbeing, including to ensure the smooth running of the remit.
- Be responsible for maintaining the student safeguarding systems databases.
- Work under supervision of the Vice Principal in charge of Safeguarding , Designated Safeguarding Lead to liaise with Senior Leadership Team, Attendance Officer, Student Support Managers, Directors of Learning and Assistant Principal in charge of LACs
- Prepare the appropriate paperwork and present information as required to enable the school to meet its obligations and statutory responsibilities. This will include requesting penalty fine notices, CME and other related referrals to safeguarding pupils.
- Update school records, analyse attendance data and provide reports to senior managers and other professionals. Disseminate information, both internally and externally, in a timely fashion.
- Keep accurate, clear and concise records of all interventions and consultations and update information on the school's system.
- Manage your own workload in line with the school priorities.
- To ensure robust safeguarding procedures and best practice is in place.

- Maintain a good working knowledge of the statutory framework and any policies and procedures relating to school behaviour, safeguarding and SEND etc. in order to be able to offer informed advice to parents, school staff and others.
- To act as the first point of contact for any child protection or safeguarding concern providing timely, relevant support and advice to safeguard the child.
- To make timely external referrals to a range of agencies, including Children's social care, in order to appropriately safeguard and support students.
- Arrange and attend a range of external meetings including Child in Need Meetings, Child Protection, PEP and LAC meetings. Assisting with coordination of student appointments with outside agencies, dealing with parent queries when necessary, signposting them to the relevant staff member for support.
- Supporting the designated Manager with data collection and analysis for Pastoral Teams, Head teacher, SLT, EWO, Governors, Ofsted and any other outside agencies.
- Supporting the designated Manager with yearly, termly half termly weekly statistics around safeguarding behaviour interventions.

General Duties

- Undertake any other duties in connection with the level of the post. Ensure the efficient and effective running of the department
- Keep up to date with statutory and legal requirements related to the post.
- Keep up to date with developments in inclusion and provide leadership, advice and guidance to the schools.
- Take into account all matters of the published aims and objectives of the school
- To carry out any other duties as may reasonably be requested by the Head Teacher
- Maintain appropriate records of work undertaken and report orally and in writing in a manner which ensures high levels of accountability to the trust.
- Show initiative, flexibility and the ability to deliver outcomes and make things happen.
Following the school's safeguarding policy and attendance policy.
- At all times operating within the school's Equal Opportunities and professional code of conduct framework
- Commitment and contribution to improving standards for all pupils within the school Contributing to the maintenance of a caring and stimulating environment for pupils.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan including up to date technical knowledge taking full advantage of any relevant training and development available

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.