

# Kingsford Community School

*An International School and Confucius Classroom*

<b>Post:</b>	Safeguarding / Health and Safety Administrator
<b>Grade:</b>	Scale 4
<b>Location:</b>	Kingsford Community School
<b>Work Pattern:</b>	36 hours per week, Monday to Friday, 52 weeks per year
<b>Responsible to:</b>	Designated Safeguarding Leader, Leadership Team Link for Safeguarding and the Head Teacher

Other Relationships: All school staff, pupils, exam boards and governors.

## **Purpose of Job**

To provide administrative support to the Safeguarding Team, including diary management and liaison with external agencies, to act as the supervisor for the CPOMS reporting system and to record and monitor safeguarding issues.

## **Specific Responsibilities:**

- To comply with the school's policies and procedures in respect of: (1) safeguarding, (2) health, safety and security, (3) confidentiality and (4) data protection;
- To contribute to (1) raising awareness of safeguarding, (2) developing procedures for reporting cases, (3) establishing a safe environment for pupils by maintaining and improving safeguarding standards.
- Provide administrative support for the Safeguarding Lead and Safeguarding Team.
- Monitor emails, CPOMS alerts and responses to the school's Safeguarding and Wellbeing Triage system, identifying actions required in response to safeguarding and wellbeing issues raised.
- Contribute to ensuring every member of staff, volunteer and governor knows the name of the DSL and Deputy DSLs and their role
- Produce weekly, monthly and termly safeguarding reports for the Safeguarding and other teams, identifying key trends across year groups and tutor groups.
- Ensure that any cases recorded in the school's Safeguarding and Wellbeing Triage form are followed up and recorded in the relevant school platform (for example CPOMS, SIMS/Edulink or Emotional Literacy Support Advice form.)
- Be responsible for collating all concerns shared via the school's Tell Us boxes and VLE Tell Us button, ensuring that issues are recorded and followed up consistently.
- To maintain records of Safeguarding training completed by all staff and volunteers, and to administer training for CPOMS as required.
- Liaise with schools and other external agencies to gather safeguarding information.
- Support with the input of safeguarding information into the SIMS system.

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- Ensure safeguarding issues reported in the school's electronic system are categorised appropriately.
- When appropriate make referrals to the Multi-Agency Safeguarding Hub (MASH), adult services, police, or other agencies.
- Monitor assigned and delegated actions and ensure they are acted upon.
- Where appropriate ensure safeguarding information for students progressing on to other education establishments is passed on securely and timely.
- Take minutes of safeguarding meetings, ensuring accurate records are kept for the future.
- Produce reports and statistical information (e.g. safeguarding cases, categories, etc.) as required by the Safeguarding Lead.
- To maintain pupil safeguarding files and uphold confidentiality at all times.
- Support the administration of the school's ELSA (Emotional Literacy and Support Advice) programme.
- To carry out any other administrative duty as directed by the school's Designated Safeguarding Lead and Designated Mental Health Leads.
- As a member of the school's welfare support team, be a back-up for the school's Education Welfare Officer, supporting the wellbeing of pupils by ensuring that safeguarding issues related to poor attendance and punctuality are identified, recorded and actioned.
- As a member of the school's welfare support team, be a back-up for the school's Pupil Welfare Officer, providing additional support in the medical room as required.

## **General Responsibilities**

- Work with line manager to identify training needs, and actively seek out relevant training and development opportunities.
- Comply with all School policies and procedures.
- Maintain best practice in relation to health and safety and report any health and safety concerns to the appropriate leadership team.
- Ensure the principles of the school's equality policies are encompassed within all aspects of work.
- Promote and safeguard the welfare of young people and vulnerable adults, and work within the framework of the school's Safeguarding Policy.

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- Be committed to the promotion of fundamental British values as defined by the Prevent duty.
- Work cooperatively and collaboratively with all colleagues.
- Actively promote and support the ethos and values of the school in all aspects of work.
- Undertake any other duties commensurate with the grade range of the post.
- Assist with parent evenings and open days when requested throughout the year.
- To provide cover for other administrative/support staff during absences and maintain knowledge of work across all areas of the department as part of the support team.
- To undertake any necessary training and development.
- To undertake such other duties appropriate to the grade as may from time to time be required by the School as directed by the Head of School.

## **Person Specification: Safeguarding / Health and Safety Administrator**

<b>Qualification, Skill or Ability</b>	<b>Essential/Desirable</b>	<b>How it is assessed. A = Application Form I = Interview D = Documents T = Test</b>
<b>Qualifications and Education</b>		
A-Levels or equivalent, with GCSE pass in English and Maths	E	D
Other relevant vocational qualifications	D	A
<b>Experience</b>		
Administration in any capacity	D	A
Working in an educational setting	D	A
Using the SIMS system	D	A
Working with a wide range of agencies	D	A
Meeting organisation, including virtual platforms and minute taking	D	A
<b>Skills and Abilities</b>		
IT skills, especially Office 365 and ability to learn new software	E	I
Verbal and Oral communication skills	E	A/I
Developing positive, collaborative relationships with teachers, external agencies and colleagues	E	A/I
Working under pressure and meet tight deadlines	E	I

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Knowledge and Understanding		
Safeguarding legislation and personal responsibilities	E	I
Equal opportunities and diversity	E	I
Knowledge of Beckton, Newham and the surrounding area	D	A/I

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date .....

Safeguarding Administrator