

	Job Description: Safeguarding and Child Protection Team Administrator	Scale: Hours/Week: Updated:	Scale 6 36 hours/term time only November 2021
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Person reports to:	<ul style="list-style-type: none"> • Child Protection Officers • Deputy Headteacher (Designated Safeguarding Lead) • Assistant Headteacher (Deputy Designated Safeguarding Lead) • Head of Student Support Centre (SSC)
Person supervises:	<ul style="list-style-type: none"> • None
Purpose of Job:	<ul style="list-style-type: none"> • To assist the Child Protection Officers and the Designated and Deputy Designated Safeguarding Leads by running the Safeguarding and Child Protection Team office and administrative processes in an effective and efficient manner. • To protect the welfare of students and respond appropriately, sensitively, discreetly and in a timely manner to any child protection or safeguarding concerns. • To provide administrative support to the Head of the SSC.

MAIN DUTIES AND RESPONSIBILITIES

1. Operational Duties

a) Referral Management, maintaining Child Protection Files and record-keeping

- Be the first point of contact for House Support Officers who are reporting the absence of identified vulnerable students and report to relevant external agencies in a timely manner.
- Receive all Child Protection (CP) referrals and requests for information from external agencies and ensure that it is recorded on the centralised Child Protection software.
- Evaluate urgency of CP referrals and when necessary, alert the Child Protection Officers, Designated or Deputy Designated Safeguarding Leads or the Headteacher in urgent situations.
- Evaluate CP referrals and when appropriate pass to the relevant house teams.
- Update or create CP files where necessary.
- Update or create chronologies for young people identified as being vulnerable and for whom intervention and case management by the CP team is ongoing.
- Ensure that all contact details for the range of professionals working with a young person are updated and maintained.

- Maintaining a weekly awareness log so key students are made aware to house teams and the leadership team.
- Manage and maintain the diary for the Child Protection Officers and Designated Safeguarding Lead and ensure that rooms are booked for meetings and refreshments ordered, where necessary.
- Prepare paperwork for meetings ensuring that there are copies of appropriate documentation for all external agencies present.
- Update CP files with meeting minutes and any additional information received.

b) Child Protection Files and Transition

- Collate information during transition from primary schools and mid-phase admissions of any student for whom there are current or have been previous CP concerns.
- Ensure that the student's CP file is transferred to Lister Community School and kept in the Safeguarding and Child Protection Office.
- Ensure that any relevant information is uploaded to the CP software that is used to maintain CP records for students.
- Chase files that do not transfer with the student in writing and by telephone.
- Ensure that copies of CP files are sent to the new school or educational establishment when a student leaves Lister Community School, including school leavers at the end of year 11.
- Archive all CP files once a student has left Lister Community School and copies have been made and transferred.

c) Coordination of Early Help and Early Help Records Administration

- Coordinate all members of staff within the school who work with families and provide early help interventions.
- Ensure that all members of staff providing early help to families use Early Help Records and that these are kept centrally in the CP office.
- Where there are known siblings in a family that are receiving Early Help intervention from Lister staff, liaise with the agencies that may be working with these siblings (i.e. primary schools, Children Centres) and co-ordinate setting up a Team around the Family meeting, on behalf of the CP Officer, and sharing of Early Help Records.
- Ensure that all early help interventions (for example referrals to Families First, CFCS etc) are communicated to the CP team and logged using the CP software and Early Help Records.

d) Tracking and Reporting

- Track data throughout the academic year on the following:
 - number of school referrals to CP team and category of referral;
 - referrals to Triage and outcomes;
 - CP/Safeguarding register of students and vulnerable families and assessed level of need;
 - safeguarding concerns by house for house panel meetings;
 - referrals made by school to external agencies;
 - number of different types of meetings attended throughout the year by the CP team i.e. LAC Reviews, PEP meetings, Conferences, Professionals meetings etc;

number of families with an Early Help plan;
any other information that it is necessary to report.

- Produce a data report on the above to report regularly to Pupil Welfare Committee meetings and annually report to the full Governing body as part of the Section 11 report.

e) Co-ordination of Provision for Looked after Children (LAC) or children who have a Child Protection (CP) or Child in Need (CIN) plan

- Ensure that the school records for LAC are correct on SIMS and any CP software or database.
- Track the meeting schedule for all LAC (Conferences, PEP meetings and LAC review meetings) and ensure that these meetings take place at appropriate intervals throughout the academic year.
- Ensure that invites and any relevant paperwork are sent to the appropriate professionals prior to the LAC meetings.
- Collate all information in preparation for the LAC meetings, for example, ensure that the views of staff are collected via a staff round robin, the views of the pastoral team are sought and progress, attendance and behaviour data is collated prior to the meeting.
- Similarly collate any relevant information for children with a CP or CIN plan prior to professionals meetings or conferences.
- Liaise with the School Nurse to ensure that Care Plans are reviewed and updated regularly.
- Attend and minute meetings and distribute minutes and agendas, as necessary
- Liaise with outside agencies as necessary, e.g. police, social services.

f) Administration of Child Protection Training

- Organise resources, room bookings and registers for Child Protection Training.
- Liaise closely with the Deputy Headteacher (Designated Safeguarding Lead) to ensure that accurate records are kept of all staff who have undertaken Child Protection Training.
- Liaise closely with the Deputy Headteacher (Designated Safeguarding Lead) to ensure that it is identified when staff are due to refresh their Child Protection Training and ensure that this is communicated to the Child Protection Officer and DHT.

g) General Administrative Support

- Assist the Head of SSC with filing and basic administrative duties, as directed (although it is understood that child protection and safeguarding tasks will be given priority).
- Monitor stocks of stationery and other supplies and place orders for the CP office, following the school's Financial Policy and Procedures, ensuring that purchases are cost effective and value for money.

2. Continuing Professional Learning

- Take responsibility for personal learning and development by researching and undertaking such training as required to ensure appropriate levels of knowledge and skills are maintained.
- Attend in-service training within normal working hours as directed. Attend staff training days, and participate in training where requested.

3. Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from management, as required.

4. Additional Duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Ensure that all communications are attended to promptly.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



Person Specification and Selection Criteria

Scale 6

Business Support Assistant (Child Protection)

Updated November 2021

Essential	Essential/Desirable	How the selection criteria will be assessed
Qualifications		
Educated to at least GCSE or equivalent level, including English and Maths	E	Application Form
Relevant IT qualifications e.g. ECDL (European Computer Driving Licence)	D	Application Form
Professional Experience, Knowledge and Understanding		
Experience in a similar position and environment	D	Application Form, Interview
Experience of supporting vulnerable children and young people	D	Application Form, Interview
Experience of using a wide range of office equipment	D	Application Form, Interview, Test
Experience of operating switchboard systems	D	Application Form
A good working knowledge of software packages for preparing documents and spreadsheets, such as Word, Excel and Google	E	Application Form, Interview, Test
Abilities and Skills		
Good basic IT abilities with particular skills in MS Word and Excel	E	Application Form, Interview, Test
Basic SIMS skills	D	Application Form
Good Administrative skills	E	Application Form, Interview, Test
Good communication skills, both oral and written, conveying information clearly and accurately	E	Application Form, Interview, Test
Good interpersonal skills	E	Application Form, Interview
Ability to be discreet, tactful and to value confidentiality	E	Application Form, Interview
Ability to engage constructively with and relate to a wide range of young people and their families with diverse social and ethnic backgrounds	D	Application Form
Ability to work proactively and solve problems within area of work/knowledge	E	Application Form, Interview, Test
Ability to work within set procedures	E	Application Form, Interview
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	Application Form, Interview
The ability to plan time effectively and to organise oneself efficiently (self-manage)	E	Application Form, Interview
Ability to work as part of a team	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview
Personal Qualities		
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Willingness to see a job through to completion	E	Application Form, Interview
Energy and enthusiasm	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview

London Borough of Newham – Lister Community School

Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Equal Opportunities Awareness		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview