

## **JOB DESCRIPTION**

**Job Title:** Safeguarding Administrator (14.5 hours pw /2 days – some flexibility)

**Salary:** Scale 1C/3

**Reporting to:** Director of Safeguarding and Wellbeing

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**Line Managing Responsibilities:** N/A

**Working with:** Safeguarding Lead  
College and Academy Principals and staff  
Designated Safeguarding Leads (DSLs)  
Local Authority Designated Officers (LADOs)  
Local Authorities (LAs), Local Children's Services Partnership (LCSP) and other external agencies

### **Main Responsibilities:**

To provide administrative support to the Director of Safeguarding and Wellbeing in support of the provision of outstanding safeguarding arrangements for pupils and students.

### **Specific Responsibilities:**

1. The Safeguarding Administrator will support the Director of Safeguarding and Wellbeing with day to day administrative duties;

Scheduling safeguarding and refresher training.

Scheduling regular safeguarding meetings, sharing agendas and papers as required.

Attend, take and distribute accurate minutes at monthly meetings and follow up actions arising from meetings.

2. Attend highly confidential and sensitive meetings as requested by the Director of Safeguarding and Wellbeing and take minutes.
3. Upload safeguarding information to share point.
4. Share information across the trust as directed.
5. Keep the diary of events in the DSL handbook up to date.
6. Assist the Director of Safeguarding and Wellbeing with any other administrative duties as reasonably required.

## Safeguarding Administrator

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

|    | <b>Qualifications/Experience</b>  | <b>Priority</b> |
|----|---|-----------------|
| 1. | Level 2 qualification in English.   | 1               |
| 2. | Excellent planning, prioritisation and organisational skills with a high degree of attention to detail and accuracy.  | 1               |
| 3. | Excellent IT skills including MS Office packages such as Word, Excel and Outlook.   | 1               |
| 4. | Maintaining confidentiality, tact and discretion at all times.  | 1               |
| 5. | Resilience – some of the information that can be shared with you may be sensitive and distressing.  | 1               |
| 6. | Excellent written and verbal communication skills.  | 1               |
| 7. | Understanding of national frameworks and the most current version of Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children. | 2               |
| 8. | A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other OHC&AT policies                                   | 1               |