

**Academies Enterprise Trust**

**Job Description**

**Job Title: Safeguarding Administrator**

**Location: Unity City Academy**

**Hours of work: 37 hours per week**

**Reports to: Safeguarding Lead**

**Purpose of the Role:**

To provide support to the Safeguarding Lead, in particular the post holder will be expected to produce accurate records of the content and decisions and recommendations of Child Protection Conferences. The post holder will be expected to work within the timescales, priorities and procedures of the Safeguarding Lead, adopt a flexible approach to duties and provision of cover, and to provide continuity of service provision. The post holder will be required to work closely with the Safeguarding Lead and will be expected to maintain strict confidentiality and observe data protection guidelines at all times.

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

**Responsibilities:**

* To attend and take records of child protection conferences/ meetings in accordance with the direction of the Safeguarding Lead, the priorities, protocols and procedures of the Safeguarding Children Service.
* To produce records of child protection conferences for agreement and verification by the Safeguarding Lead in a report format which accords with child safeguarding protocols.
* To liaise with Social Workers, external agencies and representatives, Safeguarding Managers and members of the public as appropriate in matters relating to the clerical/ administrative procedures of the Safeguarding Children Service.
* To produce and distribute to authorised agencies/ participants conference- related correspondence in accordance with protocols and procedures of the Safeguarding Children Service.
* To prepare and maintain case files and associated papers/ documents.
* To Upload Safeguarding Documents onto CPOMS, taking messages, liaising with external agencies, monitoring CPOMS, take Student Welfare Minutes and distribution of the minutes, Keeping the Safeguarding Spreadsheet caseload/Referrals up to date.
* Completing or participating in the Early Help Assessments.
* Must have awareness of confidentiality and ensure confidential secure storage of relevant documents.
* To respond to enquiries in person or by telephone including report viewing as necessary in accordance with the agreed procedures/ guidelines of the Safeguarding Children Service.
* To provide, as appropriate, a reception service to visitors to the Safeguarding Office, ensuring they sign in and are assisted as necessary.
* To attend meetings with Line Manager and also with external agencies and organisations.
* To foster and support extra-curricular activities in the interest of the Academy community e.g. Academy productions, concerts, sports activities, trips, and excursions
* To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the Academy and to maintain good discipline
* To receive training as required and will be required to drive so Business Insurance is essential.
* To respond to more complex/ sensitive enquiries with minimum supervision.
* To provide guidance and assistance to others members of staff, as required.
* To undertake duties on a full range of activities to provide a flexible operational capability within the service.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

2. This 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.

3. 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 or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.

6. 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.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Safeguarding Administrator**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * Level 2 NVQ or equivalent in relevant support role or willingness to complete within an agreed timescale. | * GCSE Maths and/or English grades A-C * Level |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Experience of working with young people with a severe to moderate learning difficulty * Experience of or an understanding about young people who present with social and emotional difficulties * Experience of working with young people with dyslexia or a knowledge or dyslexia | * Appropriate knowledge of First Aid * To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. |
| **Skills** | Line management responsibilities (No.) | * Not Applicable |  |
| Forward and strategic planning |  | * Ability to contribute to discussions leading to the development of effective policies, practices and structures |
| Budget (size and responsibilities) | * Not Applicable |  |
| Abilities | * High level of numeracy/literacy skills * Ability to relate well to children and adults * Ability to work constructively as part of a team * Ability to use technology – computer, email, video & photocopier | * Bi/multilingual |
| **Personal Characteristics** | Behaviours | * Ability to be an ambassador for the Academy * Ability to model the core values of the Academy in your professional life and to promote and develop the Academy’s vision, ethos, aims and objectives * Ability contribute positively to discussions leading to the development of effective policies, practices and structures |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |