

# Safeguarding Administrator

The Hart School

June 2024



**THE HART  
SCHOOL**  
*Creative  
Education  
Trust*

## Dear Colleague



Thank you for your interest in joining the team at The Hart School.

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in June 2023.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham

Principal

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care..

## Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms
- Sports Dome



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century

# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.**

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, TeachFirst, Staffordshire ITT.



You can find out more at:

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# SAFEGUARDING ADMINISTRATOR

## JOB DESCRIPTION AND PERSON SPECIFICATION

### LOCATION

The Hart School, Rugeley, Staffordshire, WS15 2UE

### SALARY & HOURS

- Grade 4 – £23,114 pa (actual salary £19,878)
- Term-time only (39 weeks, including INSET days)
- 37 hours per week

### PURPOSE AND SCOPE

To support the Safeguarding team in relation to the wider safeguarding support of students.

### REPORTING LINES

The post will report to the Designated Safeguarding Lead (DSL)

### SAFEGUARDING

- Support with tracking and quality assuring information related to Cause for Concerns, Disclosures and open cases received from staff.
- Co-ordinating key daily calendar of safeguarding team in relation to work with external agencies and timeframes around submissions and returns of information.
- Support with ensuring that all information and chronologies related to safeguarding actions are up to date.
- Investigate any discrepancies with CPOMS logs throughout the school day.
- Liaising with staff related to information required for any agency requests for information.
- Attend any relevant safeguarding team meetings.
- Provide administrative support to the DSL and DDSL staff.
- Undertake any emergency safeguarding home visits. Use of own car with business insurance, and willingness to use own vehicle for this purpose is essential.
- Undertake training conducive to the role in relation to safeguarding and other related headings.

- Any other duties required by DSL.

### RECORD KEEPING & CHECKS

- Assist with ensuring CPOMS chronologies meet QA requirements.
- Support the DSL in maintaining the safeguarding training documentation.
- Ensure that all required student data is accurately input onto the relevant school systems.
- Conduct any phone call checks for information from agencies.

### DATA & INFORMATION

- Support with identifying key trends and data related to safeguarding issues.
- Assist with transfer of information related to safeguarding files for new starters.
- Support with ensuring that student records are maintained, accurate and kept up to date.
- Support DSL in ensuring that data returns are completed accurately and submitted in line with agree time-lines.
- Assist with gathering information of vulnerable year 6 students/In year admissions transitioning to the school.

### ADMINISTRATION

- Distribute the safeguarding newsletter.
- Liaise with external agencies to submit information on behalf of the safeguarding team.
- Liaise with external agencies and key workers to ensure any plans, case notes, closures or correspondence is up to date on CPOMS.
- Assist with arranging designated external agency meetings with students, including distributing referrals to the school nurse.
- Provide administrative support for the safeguarding team.
- Undertake break time duties.

You can find out more at:

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## **SUPPORT FOR THE SCHOOL AND OTHER RESPONSIBILITIES**

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- Work co-operatively with other support and teaching staff.
- Comply with Creative Education Trust policies.
- Carry out any such duties as may be reasonably required by the Creative Education Trust
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with you.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the school day.
- Assist with the supervision of students out of lesson times, including before and after school and lunchtimes.
- Recognise own strengths and areas of expertise and use these to advise and support others.

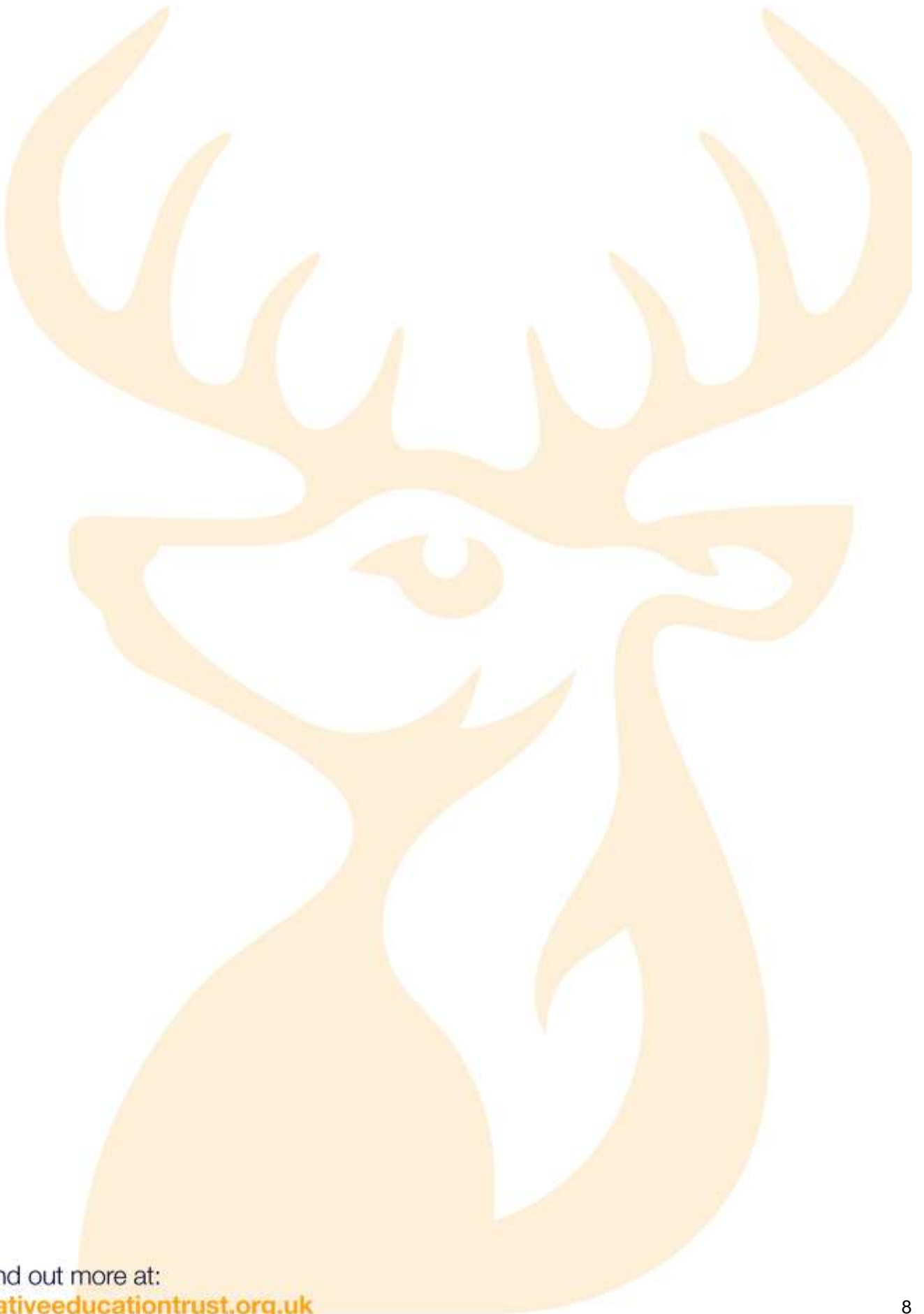
This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

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<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths or equivalent qualification</li> <li>Evidence of continued professional development and expectation of continuing willingness to develop own professional skills.</li> </ul>	<ul style="list-style-type: none"> <li>A level or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working within a school environment</li> <li>Keeping of clear and concise records</li> <li>Creating accurate reports</li> <li>Liaising with external agencies</li> <li>All round administration experience</li> <li>Dealing with complex tasks</li> <li>Working to and developing procedures</li> <li>Interpreting and analysing data</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within safeguarding or pastoral contexts</li> <li>Experience of working with young people and families</li> </ul>
<b>KNOWLEDGE &amp; UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Knowledge of GDPR and Data Protection rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of the admissions process</li> <li>Knowledge of relevant education legislation</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Excellent communication skills, both written and oral with the ability to interact effectively with a variety of audiences.</li> <li>Flexible and adaptable</li> <li>Confident ICT user, to include Microsoft Office and Excel</li> <li>Ability to manage own workload and prioritise to meet deadlines</li> <li>Able to establish and maintain effective working relationships</li> <li>Strong organisational skills, an eye for detail and ability to meet deadlines</li> <li>Problem solver, able to make appropriate decisions</li> <li>Ability to work as part of a team and on own initiative</li> <li>Self-motivating with the ability to multi-task</li> <li>An empathetic yet assertive approach</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> <li>A commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> <li>A commitment to the Academy Trust's vision, values, aims and objectives</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.



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