

Harris Academy Wimbledon



Safeguarding Support Administrator

Grade 5 Inner London Pay Scale (£22,392.04-£23,737.94) +
Performance and Loyalty Bonus + Pension Scheme (TPS) +
Harris Wellbeing Cash Plan + Additional Benefits

Start date: September 2025

30 hours per week—9am to 3pm
Term-time only

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 020 3962 4300 or info@harriswimbledon.org.uk

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

Dear Applicant,

We are an ‘*Outstanding*’ (Ofsted 2023) secondary academy, established in 2018 to provide an excellent education for children in Wimbledon.

Two years after opening, we moved into our brand-new building which is modern, bright and equipped with state-of-the-art facilities in every area of the curriculum. We are oversubscribed and fortunate to have an amazing level of support from the community with waiting lists for entry into every year group of our academy.

Our academy is an exceptional place to learn, providing an ambitious but happy and inclusive environment. We have high expectations of our students of all starting points and abilities. We know that our students will leave us academically successful, but we also want them to be well-rounded individuals with a highly developed social conscience, ready to lead in their communities and beyond. Our motto is ‘*make a difference*’ and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them.

Three words are crucial to how we guide students to be able to ‘*make a difference*’: independence, integrity and resilience.

Independence means we support students to develop their skills and attributes, so they have everything they need to succeed. We set challenging targets and raise aspirations so every single one of our students reaches their potential.

Integrity means staff and students must be fair and truthful and have the courage to take the right action in every situation, even when no-one is looking.

Resilience means we give students the tools to recover from difficulties. We show students how taking risks and making mistakes is all part of the learning journey. We also show students how hard work brings success, and support them to persevere with all challenges.

We are looking for a hardworking, ambitious and dynamic Safeguarding Support Administrator to join Harris Academy Wimbledon at this exciting time.

There is a great deal of collaborative working and sharing of good ideas about what works within secondary academies at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.

I look forward to receiving your application.

Yours sincerely,



Joanne Larizadeh
Principal



Job Description

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Purpose

To support the Designated Safeguarding Lead (DSL) in ensuring the highest standards of safeguarding and child protection across the school. The Safeguarding Support Officer will assist in managing safeguarding concerns, maintaining records, liaising with external agencies, and supporting students' welfare to ensure a safe and inclusive environment for all pupils.

Main Areas of Responsibility

- Work closely with the DSL and wider pastoral team to manage safeguarding and child protection referrals in line with school policy.
- Maintain confidential and accurate safeguarding records using the school's safeguarding system (CPOMS).
- Liaise with parents/carers and external agencies such as Social Services, CAMHS, Early Help, and the Police, under the guidance of the DSL.
- Assist with the coordination of Early Help assessments and Team Around the Child (TAC) or Child in Need (CIN) meetings.
- Attend safeguarding and multi-agency meetings as required, sometimes in the DSL's absence.
- Support the delivery of safeguarding training to staff and help maintain accurate training records.
- Contribute to the review and updating of the school's safeguarding and child protection policies.
- Promote a culture of safeguarding awareness among students and staff.
- Keep up to date with current safeguarding guidance, including *Keeping Children Safe in Education (KCSIE)*.
- Support with risk assessments for vulnerable students and ensure safeguarding plans are implemented and reviewed.
- Support with and co-ordinate 1-to-1 student interventions with outside agencies.
- Support in monitoring the effectiveness of safeguarding procedures and contribute to regular audits and reports.
- Forward all Safeguarding information to transfer schools.
- Liaise with primary/feeder schools ensuring that all safeguarding information is received.
- Undertake any other reasonable task as directed by the DSL.
- Complete letters/reports as requested.
- To monitor Securus (online safety reporting system) and liaise with the appropriate member of staff when alerts are raised.

Academy Ethos

- To undertake whole Academy duties as outlined in responsibilities agreed each year.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.

Job Description

- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- To support and attend academy events such as open evening.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all Academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Disclaimer

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- Equal Opportunities
- Health and Safety
- General Data Protection Regulations (2018)
- Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification

Attributes	Description	Desirable
Knowledge and Experience	• Experience working with children or young people in an educational, social care, or safeguarding capacity. • Sound knowledge of safeguarding legislation and practices, particularly in school settings (KCSIE, Working Together to Safeguard Children).	• Previous experience in a secondary school or working with secondary age children. • Experience using CPOMS or similar systems. • Understanding of common safeguarding concerns such as exploitation, online safety, mental health, and attendance-related issues.
Skills and Abilities	• Excellent written and verbal communication skills. • Strong organisational skills and attention to detail in record keeping. • Ability to deal with sensitive and confidential information with discretion. • Confident using digital safeguarding and record management systems.	• Safeguarding Level 2 or 3 qualification (or willingness to complete).
Personal Qualities	• Calm, empathetic, and professional approach to student welfare. • Ability to work as part of a team; working effectively with people across a wide range of levels and responsibilities. • A professional manner. • Ability to work under pressure. • Have commitment to own personal and professional development. • Commitment to equality and diversity. • Empathy with the aims and objectives of the Harris Federation.	



An exceptional place
to learn and teach



- 'Outstanding' (Ofsted 2023) secondary academy
- Brand-new building with state-of-the-art facilities
- Oversubscribed with waiting lists for entry into every year group
- We value our exceptionally dedicated and talented staff whose hard work enables our students to leave us academically successful, and as well-rounded individuals
- Our motto is '**make a difference**' and our students and staff give nothing except their very best in pursuit of making a difference to their lives and the lives of others around them

A dynamic, inclusive and supportive team

Harris Academy Wimbledon is the perfect place to kickstart your teaching career or build on your expertise and progress into leadership. We offer a unique and dynamic teacher-centred approach to professional development comprised of five pathways:



1 Instructional Coaching

Weekly
Peer-to-peer
coaching for
all teachers



2 Professional Development

Bi-weekly
From 'expert
coaches' and
external providers



3 Beginner Teacher Training

Weekly
Instructional
coaching &
Federation CPD



4 Subject-specific CPD

Weekly
Responsive
to department
priorities



5 Formal Accreditation

Ongoing
NPQs, Diverse
Leaders Programme,
part-funded masters

At HAWI we really take care of our staff



Performance & loyalty bonus



£1.5K HAWI allowance



Competitive pension



Cycle to work scheme



Interest-free ICT loan



Gym & leisure discounts



Comprehensive induction



Free counselling & advice



Flexible working



Priority admissions for children of HAWI staff



Interest-free season ticket loan



Sports and social activities

For a confidential discussion about this post with the Principal,
more information or to arrange a visit, please contact the school
on

0203 962 4300 or info@harriswimbledon.org.uk

Thank you for your interest in our school. We look forward to
receiving your application.

If you think a career with us is right for you, discover more at:
www.harriscareers.org.uk

