

**JOB DESCRIPTION: SAFEGUARDING ADMINISTRATOR**

**Post title:**  Safeguarding Administrator

**Salary/Grade:**  HAY 6 (9 to 19)

**Reporting to:** Designated Safeguarding Lead (DSL)

**Liaising with:**

SLT, Heads of Year, SEND team, Safeguarding Team, LAC, External Agencies, Parents and Guardians

**Responsible for:**

Supporting the safeguarding team with administrative tasks required to safeguard the children and young people at TCSED

**Purpose of the job:**

* To provide general administrative support for the Designated Safeguarding Lead and the wider safeguarding team, including phone calls, diary management, emails and other communication
* To work alongside LAC, SEND team and Heads of Years, and other employees in the Safeguarding team
* To comply with the school’s policies and procedures in respect of:
1. Safeguarding
2. Health & safety and security
3. Confidentiality
4. Data protection
* To contribute towards
1. raising awareness of safeguarding
2. developing procedures for reporting cases
3. establishing a safe environment for students by maintaining and improving safeguarding standards
* To provide support to the DSL for staff inductions, which includes the school’s pupil behaviour policy, the child protection policy, staff code of conduct and the safeguarding response to children who go missing from education
* To contribute towards ensuring every member of staff, volunteer and governor knows who the DSL and Deputy DSL are and their roles
* To maintain student safeguarding files and uphold confidentiality at all times
* To arrange and set up meetings with parents and external agencies where appropriate
* To write and produce minutes of meetings
* To produce word processed reports, and input data into spreadsheets
* To organise the calendar for the Safeguarding team throughout the academic year effectively and efficiently
* To keep written and/or electronic records of concerns about children, even where there is no need to refer the matter immediately
* To keep all records securely, separate from the main pupil file, and in locked or restricted locations
* To assist the Safeguarding team with the administration of safeguarding training
* To maintain records of registration during safeguarding training
* To assist with the preparation and distribution of regular Safeguarding updates
* To undertake administrative tasks relating to the monitoring of the implementation of safeguarding policy and procedures
* To support the students of TCSED to ensure they are embodying the school values of Caring, Creative, Curious and Courageous
* To manage relationships with all key stakeholders, including the immediate community, parents and governors ensuring that every decision made is aligned to TCSED and Trust policies
* To model exemplary conduct, encouraging all adults and students to act positively and respect themselves, each other, the wider community and their environment
* To play a key role in contributing towards the vision and ambitions of TCSED
* To promote team spirit as well as acting together and supporting each other to ensure a calm and purposeful school

**General**

* To be flexible within the broad remit of the post
* To attend school events as required
* To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development
* To ensure compliance within the school of data protection regulations
* To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall, from time to time, reasonably required
* To share the Trust’s commitment to safeguarding and promoting the welfare of all young people
* To understand Government guidelines and safeguarding policies as appropriate within the school
* To ensure that all duties and services provided are in accordance with all TCSED and Trust policies and the procedures in line with code of conduct/professional expectations
* To actively engage in the performance development and management process
* To be a key part of the life of the School community, to support both the values, vision and ethos of the school and the Trust, and encourage scholars to follow this example

**Person specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | * Studied to a minimum standard of GCSE (grade A\*-C, 9-5) or equivalent, in English and Maths
 | * Industry experience
* Evidence of further study beyond degree
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| **Experience**  | * Experience of working in a busy office environment
* Experience of working in a school environment
* Computer literate with good experience in producing documents and spreadsheets
 | * experience of working with children or young people
* Knowledge of Google environment an advantage
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| **Skills & Abilities** | * Ability to build and form good relationships with students, colleagues and other professionals.
* Initiative and ability to prioritise one’s own work.
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own.
* Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.
* To have strong organisational, time-management and planning skills to meet deadlines and objectives
* To have a professional and sensitive approach;
* Able to work flexibly to meet deadlines and respond to unplanned situations.
* Ability to absorb and understand a wide range of information.
* Ability to manage and deal with confidential data / issues appropriately.
* Ability to maintain accurate records and filing systems.
* Ability to use office computer including word-processing, spreadsheet, database and internet systems with proficiency.
* Ability to monitor budgets, and provide required reports.
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| **Personal Qualities** | * Professional, enterprising
* Outgoing, approachable, inclusive
* Positive, adaptable
* Energetic and enthusiastic
* Self-motivated, self- confident, reliable
* Generosity of spirit, sense of humour
* Committed to improving outcomes for all students
* Team Player
* Good interpersonal skills with ability to maintain strict confidentiality.
* Commitment to the highest standards of child protection.
* Recognition of the importance of personal responsibility for Health & Safety.
* Commitment to the school’s ethos, aims and its whole community.
* To have the ability to have a hands-on and problem solving approach.
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