

Job Description Safeguarding Administration Officer

Post Title:		Safeguarding Administration Officer
Purpose:		To provide high quality administrative support to the Safeguarding Team and Head of Boarding.
Reporting to:		Pastoral Support Manager
Liaising with:		Other members of SLT, SENDCO, Learning Support Assistants, Heads of Year, Heads of Department, Heads of Faculty, Tutors, pastoral team, relevant boarding staff, relevant non-teaching support staff, parents, students, external agencies
Working Time:		25 hours per week Monday to Friday. Term time only.
Salary/Grade:		£12,077 per annum (£11.64 per hour). Point 14 – fixed point.
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Safeguarding Administration		<ul style="list-style-type: none"> • Ensure all safeguarding concerns are reported accurately and in a timely manner • Follow-up safeguarding issues in line with school policy and practice. • Assist with tracking, filing and updating safeguarding concerns on the school electronic safeguarding system • Track all staff training in regards to safeguarding, help ensure the school meets the statutory requirements in respect of staff and pupil awareness of safeguarding and ensure robust records are kept. Includes ensuring and recording that all staff have read the statutory documents • Ensure all safeguarding concern files are received from the students' previous schools, track received files, read them and input key safeguarding information onto our online safeguarding tracking software. • Send letters with regards to behaviour and safeguarding • Update safeguarding displays around the school site and update the safeguarding posters and information leaflets as necessary • Provide efficient and effective administrative support to the Designated Safeguarding Lead (DSL) and deputies and to ensure the smooth operation of all pastoral support procedures • Ensure compliance with school and other statutory reporting requirements, including undertaking entry/analysis • Take and circulate minutes for all student centered meetings, including pastoral support meetings, parental meetings, multi-agency meetings and safeguarding meetings. • Provide administrative support as needed to Director of Boarding for all student Risk Assessments and Care Plans • Support the DSL in the completion of the annual safeguarding audit • Provide administrative support around the collation, recording and reporting of student voice across the school.

<p>Additional Administration Responsibilities and duties</p>		<ul style="list-style-type: none"> • Provide a comprehensive administrative and clerical service • Keep thorough and well organised records of all incidents, actions and impact • Word-process letters, reports, flyers, newsletters, posters, forms and templates on behalf of the DSL, Director of Boarding and others as directed by them • Undertake administrative duties such as preparation of papers for meetings and taking and typing up minutes of meetings • General office duties such as photocopying, faxing and filing • Administration of Risk Assessments and Care Plans. • Use of ICT systems and programmes to assist in the production of reports such as primary/secondary transfer data and producing all care plans for students • Assist in the organisation and administration of school services such as visits by external agencies related to safeguarding and health professionals • Following on from pupil/staff concerns, making telephone and written contact with parents and outside agencies as appropriate • Record on the management information system pupil successes and incidents of inappropriate behaviour • Use the school management information system to access and input data • Prepare information for, and co-ordinate the production of, individual reports eg. Multi agency meetings, CP Conferences • Work with others to share good practice and offer support to one another on a regular basis
<p>Communication</p>		<ul style="list-style-type: none"> • Daily contact with staff, pupils, parents and visitors to the school • Telephone contact with external agencies such as health professionals or other service providers
<p>Decisions & Confidentiality</p>		<ul style="list-style-type: none"> • All decisions to be endorsed by the Headteacher and DSL. • Appreciation of the nature of confidentiality when dealing with safeguarding or child protection issues.
<p>Resources</p>		<ul style="list-style-type: none"> • The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.
<p>Additional Duties</p>		<ul style="list-style-type: none"> • Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Safeguarding is everyone's responsibility. • Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • Promote actively the school's corporate policies • Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days • Undertake other responsibilities as determined by the Headteacher, following consultation

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

The school 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.