



Care and Wellbeing Team Administrator

Salary / grade range	Band 8 SCP 17 - 22 (37 hours per week, Term Time plus 4 weeks)
Location	Co-op Academy Southfield, Bradford
Reports to	Care and Wellbeing Director

Purpose of role:

To provide a high quality, professional, proficient, confidential administration support to the Care and Wellbeing Director, Designated Safeguarding Lead. To assist with the safeguarding of the children and young people at Co-op Academy Southfield.

To act as Supervisor for the Child Protection Online Management System (CPOMS) system and provide general administrative support for the wider safeguarding and care team, including phone calls, emails and other communication.

The Care and Wellbeing Team Administrator will act as a deputy Designated Safeguarding Lead for the school, and could be required to hold and maintain a small safeguarding case load in support of the wider team.

Key accountabilities (and specific duties / responsibilities):

- Daily oversight of CPOMS, making informed decisions on which incident requires a response and assigning the incident to the appropriate Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSLs) and to ensure and monitor appropriate action has been taken in a timely manner before closing the cases;
- Monitor CPOMS identifying actions required in response to safeguarding issues raised. Support with the input of safeguarding information into the CPOMS system. Ensure safeguarding issues reported on CPOMS are categorised appropriately. Ensure relevant staff have appropriate access to the CPOMS system;
- Monitor and record all incidents to ensure appropriate responses have been recorded in an accurate and timely manner;
- Monitor the quality of reporting on CPOMS and support staff to address this.
- Support, coordinate and assist with induction / training / awareness for all Academy staff including new newly appointed staff, volunteers in relation to Safeguarding, Child Protection Policy & procedures, Prevent Duty, Channel);



- Organise the annual safeguarding training, refresher and medical intervention training for all staff including medical interventions, Dysphagia, physiotherapy equipment, deep pressure or any other relevant training) and maintain accurate records;
- Produce weekly reports for the safeguarding meeting and undertake weekly tracking of safeguarding spreadsheets liaising with DSL / DDSL and teachers on open/assigned cases;
- Produce half termly questionnaires on safeguarding, collate information and feedback to DSL and DDSL's;
- Assist in ensuring the Academy is compliant with Co-op Safeguarding & Child Protection Policy, Handbook;
- Collate information for safeguarding audit and support in completing the audits;
- Ensure accurate and up to date databases are established and maintained regarding key pupil categories i.e CP, CIN, EHA, LAC and pLAC as well as those with allocated adult social care support.
- Ensure timely receipt of accurate minutes from multi-agency meetings (i.e CIN, LAC, CP) and the accurate filing of these against pupil records.
- Support DSL/DDSL in referring cases of suspected abuse of any pupil at the Academy to appropriate bodies and Children's social care and referring child protection concerns to the Local Designated Authority Officer (LADO);
- Be aware of the local and national safeguarding priority and ensure this information is shared with staff;
- Overseeing/ booking the CIN meetings ensuring reports are sent to social workers. keeping the CIN/ CP spreadsheet up to date;
- Maintain detailed, accurate, secure written records of concerns and referrals and ensure all CP paper files are up to date, files are transferred to a new college / School / Academy and storage is compliant with Government guidance and GDPR compliant;
- Support in referring cases to the Channel (and supporting staff who make referrals) where this is a radicalisation concern;
- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to Children's social care and the Academy's role in this;



- Monitor and maintain all confidential records. Ensure all records are stored safely (including Prevent Duty and Safeguarding);
- Ensure all care plans, physiotherapy and speech and language plans are current, maintained and accessible to all staff and assist Care Team as required;
- Ensure all pupil care and other needs are recorded onto SIMS accurately.
- To share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- To ensure that all duties and services provided are in accordance with all Trust policies and the Academy's procedures in line with code of conduct/professional expectations;
- To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development;
- Take responsibility for health and safety issues relating to area of responsibility. To undertake any other reasonable requests as required;
- To be a key part of Southfield Academy community and support the overall vision, values and guiding principles including the Ways of Being Co-op.
- Adopt and model the Co-op Ways of Being.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Educated to NVQ Level 4 or equivalent (or have 		A



<p>significant experience) including GCSE English and Maths (4 - 9) equivalent</p> <ul style="list-style-type: none"> • Appropriate qualification in the field of expertise e.g. Safeguarding L2/L3, Multiagency Working, Safeguarding procedures including CSE, FGM, Prevent and E-Safety • Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role 		<p>A</p> <p>A</p>
<p>Experience</p> <ul style="list-style-type: none"> • Successful experience of working with young people • Experience of working within a Special Needs education environment, ideally with a background of safeguarding • Successful experience of communicating with parents and other stakeholders in a formal setting • Be fully aware of and understand the duties and responsibilities arising Working Together, Keeping Children Safe in Education • Knowledge of Safeguarding, Child Protection, Prevent Duty and Channel • Experience of working with a wide range of agencies including of how local authorities conduct a child protection case/review conference and a child protection review conference 	<p>Desirable</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • A confident, resilient, self-managing approach to work, able to use initiative, independently plan and prioritise work to deliver on time and to a high standard • Excellent organisational skills to enable planning, prioritising and time management own workload 		<p>A/I</p> <p>A/I</p>



<ul style="list-style-type: none"> • Knowledge of safeguarding legislation and personal responsibilities • Experience of using CPOMS (Safeguarding systems) • Ability to work with a variety of stakeholders including staff, pupils and parents/carers, external bodies (Police, Local Authority Designated Officer (LADO), Local Authority Children Services) • Excellent written and oral communication skills and attention to detail • High level of IT literacy (including Microsoft Office) • Ability to work within established procedures and guidelines and able to prioritise day-to-day work • A self-starter and able to use own initiative • Ability to analyse situations and possible outcomes to establish the most effective course of action • Able to display an understanding of working as part of a team, including working alongside external agencies and families • An understanding and commitment to safeguarding and promoting the welfare of children and young people 	<p>Desirable</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Excellent written and oral communication, networking and interpersonal skills with a friendly disposition and ability to apply sensitivity • Have the ability to communicate effectively with children and adults at all levels • High levels of resilience, integrity and honesty and 		<p>I</p> <p>I</p>



<p>credibility which will inspire confidence and trust from both internal and external stakeholders</p> <ul style="list-style-type: none">• Demonstrate an understanding of the importance of confidentiality, GDPR and the needs and wishes of individuals families and carers as appropriate• Highly motivated, confident and self-starter• Forward thinker with a solution based approach to problems		
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.