



Job Description: Safeguarding and Student Support Administration Assistant

This appointment recognises the requirements of the current Support Staffs' Pay Conditions Document, and reflects the policies established by the Governors of Tomlinson School. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

Salary Scale:	Grade PS4
Hours of Work:	36 hours per week
Contract Type:	Permanent, Monday - Friday, 41 weeks per year (term time only, plus 2 weeks in the school holiday periods)
Accountable to:	Assistant Principal, Safeguarding
Accountable for:	N/A

Job Purpose:

To provide a quality administration support to the Safeguarding and Student Support Team at Tomlinson School, reflecting the policies, aims and values of the school.

Responsibilities

1. Accountability

- To provide confidential, effective, efficient and flexible administrative support to the department.
- To liaise with parents, students, staff, external outside agencies, and other academies within the Trust, either by telephone, email or in person as directed by the Assistant Principal and Student Support Officers.
- To ensure the relevant sections of the school website are up to date and user friendly.
- To coordinate all safeguarding policies, ensuring they are up to date on the school website and internal drives.
- To coordinate and support safeguarding issues, highlighting any relevant concerns through the school communication process.
- To maintain the safeguarding register and risk register, contacting the students and parents when required.
- To deal with all routine departmental administration, including letters, reports, filing, photocopying, equipment orders, coordinating counselling rotas, incoming and outgoing mail, preparation of communications and data input.
- To maintain the department noticeboards.

<ul style="list-style-type: none"> i) To provide administration support for CPOMS. j) To sit in the Student Support Hub on a rota basis to ensure that the students have work to complete. k) To support the department in ways defined by the Line Manager.
2. Health & Safety
<ul style="list-style-type: none"> a) To ensure a safe working environment is maintained at all times.
3. Communication
<ul style="list-style-type: none"> a) To liaise with Line Manager, internal departments and outside agencies. b) To further develop ways of communicating with the department. c) To share good practices with other areas. d) To compile the weekly Safeguarding and Student Support Newsletter.
4. Training and Development
<ul style="list-style-type: none"> a) To complete the required Safeguarding training. b) To participate in arrangements for further training and developments. c) To initiate new ideas and encourage developments. d) To participate in the Tomlinscote School Appraisal process as per whole school policy.
5. Safeguarding
<ul style="list-style-type: none"> a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
6. Other Duties
<ul style="list-style-type: none"> a) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time. b) Complying with Trust policies (including those of the individual academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Job Description Safeguarding Administration Assistant: 2023

Person Specification: Safeguarding Administration Assistant

Criteria	Essential/ Desirable	Measured By
1. Qualifications a) NVQ Level 2, or equivalent in Maths and English b) Safeguarding Training	E D	Certificate / Application form / Interview
2. Experience a) Experience of working with young people within the age range 11-16 b) Experience of working in a team c) A commitment to safeguarding the welfare of all students d) Experience of working with the education system, ideally in a school	D D D D	Application form / Interview
3. Knowledge/Skills a) Understanding of the practice and procedure in education relating to the welfare, safety and education of young people b) Good numeracy, oral & written literacy skills c) Strong IT skills d) Excellent interpersonal and communication skills	D E E E	Application form / Interview
4. Behavioural Attributes a) Ability to prioritise and organise own time b) Uphold confidentiality c) Co-operative spirit / Can do attitude d) Problem solving approach e) Patience with young people f) Calmness under pressure g) Responsible & conscientious approach to Health & Safety h) Polite & professional approach i) Ability to establish and maintain appropriate and respectful relationships with young people	E E E E E E E E	Application form / Interview