

Bridgwater and Taunton College Trust

Safeguarding Administrator.



Safeguarding Administrator. Grade: Band 06, Scale 10-12.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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Core Purpose

- Provide administrative service to the members of the Senior Leadership Team.
- Word-process letters, reports, flyers, newsletters, posters, forms and templates on behalf of the Senior Leadership Team as directed by them.
- Track all staff training in regards to safeguarding, help ensure the school meets the statutory requires in regards to staff and pupil awareness of safeguarding. Including ensuring 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 all letters in regards to behaviour and safeguarding e.g. Level 3 letters, internal exclusion letters, safeguarding notices.
- Update safeguarding displays around the school premises and update the safeguarding posters and information leaflets
- Provide efficient and effective administrative support to the Designated Safeguarding Lead to ensure the smooth operation of all pastoral support procedures.
- Ensure compliance with school and other statutory reporting requirements, including undertaking entry/analysis and recording of behaviour and attendance data.
- To minute all student centred meetings, including pastoral support meetings, parental meetings, multi-agency meetings and safeguarding meetings.
- Provide a PA service to the Deputy Headteacher.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- 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 Deputy Headteacher and others as directed by them.
- Undertake administrative duties such as diary management for the Senior Leadership Team, preparation of papers for meetings and taking and typing up minutes of meetings
- Undertake data entry for example, attendance and admissions and entrants.
- General office duties such as photocopying, faxing and filing.
- Help complete the Personal Educational Plans for looked after children.
- Use ICT systems and programmes to assist in the production of reports such as primary/secondary transfer data, term and annual attendance returns and producing all care plans for students.
- The post holder will be required to assist in the organisation and administration of school services such as arranging dates for school photographs and visits by health professionals.
- Following on from pupil/staff concerns, making telephone and written contact with parents and outside agencies as appropriate.
- Follow-up safeguarding issues in line with school policy and practice.

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- Attend pastoral meeting/take minutes.
- With the Assistant Headteachers make contact with pupils and parents regarding attendance/punctuality. First day absence calling if needed.
- 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. incident logs for re-admittance after exclusions; material for governors' appeal meetings.
- Help with the administration of any baseline testing.
- Work with the Senior Leadership team to share good practice/offer support to one another on a regular basis.
- Complete the annual safeguarding audit
- In rare instances and in the absence of pastoral manager you may be asked to supervise the alternative to exclusion room.
- Use ICT systems and programmes to assist in the production of reports such as primary/secondary transfer data, term and annual attendance returns and producing all care plans for students.

Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

| Area to be assessed | Essential criteria | Desirable criteria |
|---------------------------|--|---|
| Safeguarding | Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people. | |
| Qualifications/Experience | Minimum education to include GCSE Maths and English or equivalent. Good level of knowledge of computer applications including Word, Excel, PowerPoint and school management information | Experience of working in an educational setting |

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| Knowledge/Skills | <p>systems (ideally SIMS) or the ability to learn such specific systems</p> <p>Administrative experience</p> | |
| | <p>Able to record information accurately and to meet deadlines</p> <p>Good communication skills</p> <p>Ability to relate to students and adults at all levels</p> <p>Approachable, sensitive with excellent interpersonal skills</p> <p>Ability to set targets, meet deadlines and to work under pressure</p> <p>Attentive to detail</p> <p>The need to understand confidentiality</p> <p>Commitment to promoting the raising of standards</p> <p>Commitment to school and its links with the wider community</p> <p>Commitment to equality of opportunity and inclusion</p> <p>Willingness to contribute to extra-curricular activities</p> | <p>Teammaker; an ability to be reliable and work closely with other colleagues</p> |

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