Highworth
Grammar School



Job Application Pack

Safeguarding Administrator

November 2026

Maidstone Road, Ashford, Kent, TN24 8UD

Our School Motto



Our motto of 'Reach for the Stars' embodies the daily working life of the whole school community; students are encouraged to see learning as a lifelong activity. A key feature of our motto is happiness which is achieved through excellent student behaviour in lessons; clear policies and guidance; strong leadership; and enthusiastic community spirit. It is important that both staff and students feel confident, happy and valued.



Welcome

Highworth Grammar School combines a tradition of academic excellence with extensive pastoral support. The school has been educating students from the Ashford community for over a century, and we are now a thriving school with over 1500 students and 150 staff. Students at Highworth love learning and are highly motivated. We care about our students and they care about each other which creates a happy and supportive learning environment.

Students at Highworth are given rewards for creativity, eagerness for learning, achievement, independence, and teamwork. We value the development of a full range of skills to offer students the best preparation for future challenges. Working here allows staff to share this balanced approach to education; embrace new ideas; and sustain a sense of enjoyment in their own learning.

Whilst the school is academic, we recognise and fully support the creative aspects of the curriculum and are proud of the many opportunities provided for achievement in music, D&T, and the arts. We believe this is crucial in our ethos in encouraging our students to be independent, creative and highly motivated lifelong learners.

Our A Level and GCSE results and performance measure page can be accessed using this link:

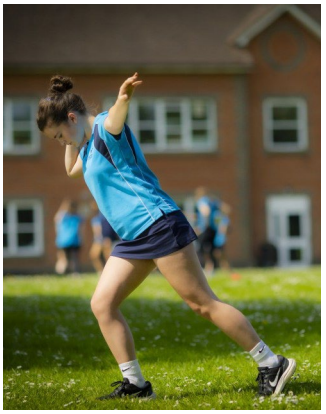
https://find-compare-schools-colleges.service.gov.uk/school/136379/highworth-grammar-school/overview

If you feel your outlook matches ours and you want to be part of a thriving school community, we would love to hear from you.

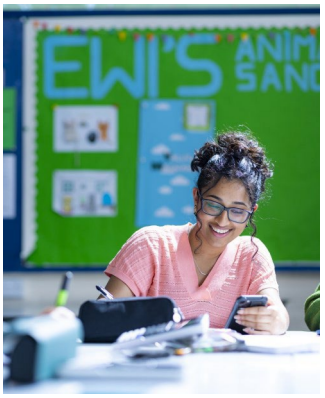
Duncan Beer
Headteacher

Features of the School

- Broad and balanced curriculum fully supporting a range of subjects
- Caring, supportive and committed staff
- Commitment to professional development
- High academic standards with a large proportion of outstanding lessons
- Vertical tutoring
- Regular Learning Community events
- Student representation on Governing Body
- Strong ethos of peer support and student leadership
- Large and vibrant Sixth Form
- Cloud storage and software provided by Google
- Laptop for every teacher
- 44 mobile laptop trolleys
- Purpose built sports hall
- 3 Performing Arts studios
- Music Technology suite and recording studio
- D&T suites with latest technology
- Research into use of new technologies/pedagogy
- Cover supervisors to minimise staff cover
- 10 day timetable with five one hour lessons per day. Current maximum teaching time for full time teachers is 45 out of 50 teaching periods







Students

The school has a wide catchment area, taking students from over 40 primary schools, many of which are situated in small villages within the Kent countryside.

Entry at age 11 is by the Kent Education Committee Selection Procedure, which aims to identify the top 25% of the ability range.

Students also transfer to our school at 16+ from other schools. There are minimum entry requirements to join the school at Sixth Form.

Staff

We are fully committed to the professional development of all our staff.

All new teachers and ECTs follow a well informed and structured induction programme.

All staff are encouraged to pursue personal goals and the school fully embraces interest in pastoral and pedagogical innovation.

Every member of staff takes part in the annual performance development scheme which also embodies our motto of 'Reach for the Stars'.

Job Description

Job Title: Safeguarding Administrator/First Aider

Grade: Kent Scheme C

Employed for: 37 hours per week term time only incl. staff development days

Hours of Work: 8.00am-4.00pm or 8.30am-4.30pm, Mon-Thurs and 8.30am-4.00pm Fri (including 30 mins unpaid lunch)

Responsible To: Deputy Designated Safeguarding Lead (DDSL)

Main Purpose:
To provide comprehensive administrative, record-keeping, and operational support to the Senior DSL and Deputy DSL, maintaining up-to-date safeguarding recording systems, coordinating meeting logistics, and monitoring incoming filtering/monitoring system alerts to ensure cases are efficiently tracked and escalated to DSLs when required.

Duties and Responsibilities

To assist the Senior Designated Safeguarding Lead (SDSL) and the Deputy Designated Safeguarding Lead (DDSL) with Safeguarding and Child Protection admin across the school:

- Understand the assessment process for providing Early Help and Social Services intervention and act as a source of support and advice for staff on safeguarding escalation.
- If instructed by the DDSL, assist the pastoral teams in compiling and submitting Requests for Support.
- Monitor the outcomes of Request for Support submitted, liaising with pastoral teams and chasing Social Services / Early Help for any outcomes to their interventions and Moving Forward Plans.
- Maintaining and updating the spreadsheet of current and historic Social Services / Early Help Interventions, ensuring CPOMS Contact Details accurately reflects support in place.
- Maintain and update the Safety Plan Spreadsheet, providing timely reminders to SSMs when a Safety Plan is due for renewal.
- Maintain and update the spreadsheet of Parents with Restricted Access, ensuring Arbor accurately reflects any restrictions.
- Monitor daily attendance reports for vulnerable student concerns and inform Social Services/Early Help as necessary.
- Maintain oversight of the Firebox and query any attendance or safeguarding issues.
- Monitor and provide weekly updates of continually absent students requiring welfare checks, providing SSMs with timely reminders.
- Assist in the collation and recording of all external agency DBS checks.
- Monitor the DSL email account for Police Op Encompass reports and social services meeting invites.
- Monitor Lightspeed Alerts, alerting pastoral teams via CPOMS when actions are needed, and closing cases as either "Needing Action by Pastoral Team" or marking as a "False Alert".
- Support in the creation of the Monthly Safeguarding Newsletter
- Under the direction of the SDSL/DDSL, chase minutes of external meetings and liaise with Pastoral Teams regarding any outstanding actions.
- Assist the SDSL/DDSL and the Governing Body to implement any changes and new legislation to the child protection and safeguarding policies and ensure they are reviewed annually (as a minimum) as and when they occur.
- Assist the SDSL/DDSL with introducing the school's child protection and safeguarding policies and procedure to new staff.
- Assist the DDSL in the transfer of Safeguarding files both to and from the school, including for any 'in year' leavers/joiners.

- Ensure files for students leaving at the end of year 13 or leaving for employment or apprenticeships are retained electronically or by paper until they reach 25 years of age, or indefinitely when sexual assault is a factor.
- Digitise legacy paper safeguarding files for current students by scanning, and uploading and summarising them to CPOMS, subsequently arranging secure destruction/shredding of paper files when completed.
- Arranging meetings for External Agencies: booking rooms, informing Student Support Managers (SSMs) / Directors of Learning (DOLs), confirming with external agencies, and informing Attendance and Reception teams.
- Assist in promoting safeguarding best practice by helping facilitate the smooth running of external roadshows such as Police & online safety focused events.
- Update the Safeguarding Promotional Board on a regular basis in line with current trends/concerns or school/national events (i.e. internet awareness & mental health days).

CPOMS & Incident Tracking

- Receive and read all incoming Safeguarding incidents/actions recorded on CPOMS reporting any immediate concerns to the SDSL/DDSL.
- Run and prepare the weekly Incident Monitoring Spreadsheet for the DSL Team discussion meeting.
- To monitor outcomes and actions for incidents, ensuring appropriate responses are recorded with the rationale for those responses and following up with the SDSL/DDSL, SSMs and DOLs to ensure outcomes or actions are recorded in a timely manner.
- To produce weekly reports and run CPOMS incident reports (e.g., child-on-child / friendship trends) for the SDSL/DDSL.
- Ensure the CPOM staff data held is up to date, deleting any former staff.

Statutory Awareness & Training Support

- **Radicalisation:** Undergo Prevent training and be able to support the school in meeting the requirements of the Prevent duty.
- **Female Genital Mutilation (FGM):** Undergo training on FGM and support staff in reporting known cases of FGM to the police.
- **Online Safety:** Support the SDSL/DDSL by complying with national and local legislation.
- **Additional Responsibilities:** Support the SDSL/DDSL to share online safety updates with teachers and implement appropriate training when needed. Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role.

First Aid (as part of a trained First Aid team)

- Deal with sick and injured students in an emergency in line with school procedures
- **Note:** students requiring medical assistance that is not urgent go to their SSM in the first instance.
- Be part of a team providing 'on-call' first aid support throughout the school.
- Assess students and take appropriate timely action.
- Liaise with parents and Student Support Managers.
- Keep records of students requiring medical attention.

Wider Administration duties

- To be a team player within the administration team.
- Deal with any priority issues in the absence of colleagues to ensure the efficient running of the school and provide flexible administrative support as part of the team.
- Assist with evacuation for fire drills.

Performance Development:

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The post holder will be required to promote the health, safety and wellbeing of self and others, and to safeguard student and staff welfare, and follow school policies and the staff code of conduct.

Person Specification

	Essential	Desirable
Qualifications	• GCSE grade 4-9 (or equivalent) in 5 subjects including Maths and English • First Aid trained or be willing to undertake training • DSL Trained or be willing to undertake training	
Experience	• Experience of working in a busy administrative role and demonstrable understanding of task prioritisation • Experience of working to strict policies and procedures	• Experience using CPOMS or similar electronic recording systems • Experience of working with young people in the 11-18 age group • Experience of working within a multi-agency environment • Experience of working in a school environment
Abilities, Skills & Knowledge	• Meticulous organisational skills, record keeping and attention to detail • Good command of written English language • Proficient in using ICT systems, including Microsoft Word, Excel (spreadsheets), Google Docs • Ability to report accurately to SDSL/DSL about progress and tracking in specific cases • Able to prioritise, plan, organise, and manage own workload effectively • Ability to manage confidential and sensitive information appropriately • Ability to work independently as well as in a team • Awareness of Data Protection and confidentiality issues • To have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety and Safeguarding • Ability to communicate clearly both face to face and in writing • Able to use own initiative to solve problems and respond proactively to unexpected situations. • Able to deal calmly, tactfully and effectively with a range of people. • Ability to show sensitivity and objectivity in dealing with confidential issues	• Good working knowledge of Arbor (School Information Management System)
Organisational Fit	• Commitment to and understanding of the need for confidentiality • Commitment to equalities and the promotion of diversity in all aspects of working • A commitment to the highest standards of child protection and safeguarding • Ability to demonstrate and promote good practice in line with the ethos of the school	
Personal Attributes	• Work under pressure, to deadlines, and remain calm in stressful situations • Self-motivated and willing to take on new tasks and support colleagues • Flexible with day-to-day tasks • Willing to work as part of a team	• An interest in the education landscape





How to Apply

Applications are made online via our vacancy portal.

We do not accept CVs.

Deadline for applications: Thursday 3rd December 2026 at 8am

Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Highworth Grammar School reserves the right to withdraw the position if an early appointment is made.

Highworth Grammar School is committed to:

Safeguarding and promoting the welfare of young people

This post will require an enhanced disclosure from the Disclosure & Barring Service (DBS).

Creating a diverse workforce

We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Safer Recruitment:

In line with 'Keeping Children Safe in Education' recommendations, all candidates invited for interview will be required to complete a self-disclosure form and will be subject to an online search check.

