

**Job Description: Safeguarding Administrator**

**Line Manager:** Trust Safeguarding Lead

**Important Functional**

**Relationships:** DSL Team, Mental Health Lead

**Salary Scale:** 17 to 21

**Hours:** As per contract, term time only

 (some flexibility may be required on working hours beyond core)

**Job Purpose:**

* To support the Designated Safeguarding Team with safeguarding and child protection related administrative requirements.
* To be the first point of contact for external agencies, triaging information and keeping DDSL Team informed/updated.
* To co-ordinate the Intervention Assessment Team (IAT) process for managing internal requests for student wellbeing support and co-ordinate support for individual students
* To maintain a high level of confidentiality within all aspects of the role.

**Job Responsibilities/Duties:**

* To support the Designated Safeguarding Team with all administrative requirements in a time sensitive manner; including supporting the DSL with the update of the Surrey Safeguarding Audit and relevant safeguarding.
* Support Designated Safeguarding team to complete referral paperwork such as C-SPA Requests for support, in a timely manner.
* To facilitate and support the DSL with the organisation of fortnightly DDSL meetings, contributing to and minuting, recording actions, and following up actions as required.
* To contribute to decision-making where appropriate, such as in DDSL meetings, and to actively identify areas for development and proposals for change.
* To manage the child protection online management system (CPOMs), ensuring all relevant staff have the access they need and working alongside the DSLs to ensure system kept up-to-date and incidents and actions are logged and followed up.
* To provide CPOMs reports for DDSLs/SLT as required.
* To organise and facilitate fortnightly IAT meetings, contributing to and minuting, recording actions, and following up actions as required.
* To coordinate under direction of the DSL the facilitation of internal wellbeing support services for students from internal and external practitioners such as ELSA, the Body and Identity Coach and Elmbridge Mental Health Support Team. This will include processing of referral forms, regular meetings, consultations with individual service providers and updating records and updates to relevant staff as required.
* To organise and keep records of required safeguarding training for the DSL team, ensuring training is renewed and remains current
* To maintain current knowledge of local and national updates regarding Safeguarding and Child Protection, taking responsibility for own training to broaden knowledge and sharing regular updates with the DSL team and other relevant staff.
* To coordinate and record Child Protection/safeguarding training for all new staff and the completion of the annual Safeguarding Update training for all existing staff
* To lead on the secure transfer of CPOMS files as well as any paper safeguarding files for all students joining the school, especially in Year 7 and Year 12, as well as any in-year admissions and all leavers. Maintain a record of transfers on CPOMS.
* To liaise with external agencies (e.g., Social Workers, Adolescence Service, Police etc) to arrange and facilitate meetings with students, including the booking of meeting rooms and notifying relevant staff and students.
* To provide to support to the DSL team in student meetings as and when necessary.
* To liaise with students seeking access to a member of the DSL team, ensuring they feel appropriately supported.
* To maintain the Local and School Early Help Offer google sheet to ensure resources and links are kept up-to-date and new resources added to enable Heads of Learning, Designated Safeguarding team and others to provide high quality signposting to parents/carers
* To be responsible for maintaining and updating the Safeguarding section of school website ensuring it provides up-to-date resources and information for parents/carers
* To provide any other relevant administrative/clerical duties, checks and documentation to support the effective functioning of the Safeguarding team, including: returns and reports, data inputting, letters, updating safeguarding posters and leaflets, updating safeguarding display board, photocopying and filing
* To undertake training/personal development relevant to the role.

**General:**

* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
* To establish and maintain good relationships with colleagues, students, parents/carers, suppliers, contractors and other professionals.
* To uphold the Trust’s policy in respect of safeguarding and child protection matters.
* All staff members participate in the school’s performance management scheme
* The postholder may be required to perform any other reasonable tasks after consultation.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ postholder Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Person Specification: Safeguarding Administrator**

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| **Qualifications and Experience** | **Essential*** Further level of education including GCSE (grade A\*–C) or equivalent, in English and maths.
* Proven experience in supporting management level.
* Experience of working on multi assignments effectively and to deadlines.

**Desirable** * Higher level of education & evidence of continued CPD.
* Experience of working in a busy office environment.
* Experience of working in a school or similar establishment.
* Experience of preparing and presenting data and reports
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| **Knowledge and Skills** | **Essential*** Excellent verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students, and external agencies/other professionals.
* Excellent standard of numeracy and literacy skills.
* Ability to proficiently use Microsoft Office software - Word, Excel and PowerPoint.
* Ability to absorb and understand a wide range of information.
* Ability to manage and deal with confidential data/issues.

**Desirable*** Experience in the use of SIMS or other school information management system
* Experience in the use of CPOMS or other online safeguarding management system
* Working knowledge of school policies and procedures.
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| **Personal Qualities** | **Essential*** Excellent interpersonal skills with ability to maintain strict confidentiality.
* A diplomatic and patient approach.
* High level of initiative and ability to prioritise and work calmly under pressure
* Efficient and meticulous in organisation.
* Able to follow direction and work constructively as part of a team, understanding school roles and responsibilities.
* Able to work flexibly and respond to unplanned situations.
* Ability to build and form good relationships with students, colleagues and other professionals.
* Commitment to the highest standards of child protection and safeguarding.
* Desire to enhance and develop skills and knowledge through CPD.
* Recognition of the importance of personal responsibility for health and safety.
* Commitment to the school’s ethos, aims and its whole community.
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