



Safeguarding Administrator Job Description



Job Title: Safeguarding Administrator

Responsible to: Safeguarding Manager

Grade: 3

Role purpose: The post holder will complete the administration to support the provision of safeguarding and support, within the school.

Roles and Responsibilities:

General Duties

- 1.** Work with the Designated Safeguarding Lead and Safeguarding Manager to support vulnerable children and families to minimise the impact of any issues on the student's education. This may involve some face-to-face working with students.
- 2.** Contact social workers, family support workers and health workers if we have concerns about vulnerable families who are already supported by CYPS.
- 3.** Organise/arrange various meetings – both internal and with external agencies.
- 4.** Complete paperwork and make referrals, reports and requests for background information.
- 5.** Ensure the Alternative Provision documentation is added to CPOMS on a daily basis.
- 6.** Ensure all safeguarding documentation for Years 7 and 12 students and any new starters is scanned and added to CPOMS in a timely fashion.
- 7.** Request policies and liability insurance for Alternative Provision providers on a yearly basis.
- 8.** Keep up to date with the most recent Keeping Children Safe in Education guidance. Ensuring full comprehension of this document is maintained.
- 9.** Oversee Safeguarding training for all staff, ensuring online training is completed for all new starters and updates for all staff are monitored and tracked.
- 10.** Ensure administrative systems are kept up to date with any communications or actions you have completed.
- 11.** Ability to manage own workload, prioritise and refer to line-manager when necessary.
- 12.** Share and communicate ongoing safeguarding concerns with line-manager.
- 13.** Be aware of and follow school Safeguarding procedures.
- 14.** Support with the organisation of the school counsellor.

Health and Safety

- 1.** Ensure that Health and Safety regulations and risk assessments are complied with.
- 2.** Ensure that school policies and departmental procedures are followed, for example, Safeguarding, Data Protection and e-safety.
- 3.** Confidentiality must always be observed and complied with at all times.

Other

The postholder will be expected to have a good knowledge of the school's policies and procedures.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and will be reviewed in a year. In the case that duties change appropriate training may be given to enable the post holder to undertake this new/varied work.

Working Arrangements

This post is for 37 hours a week (8am – 4pm) 39 weeks a year. This is term time and five staff training days.

April 2026