

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Safeguarding Administrator	Location	Weavers Academy
Salary	Scale 3 Points 3-4 £25,614 - £26,016 (actual £11,908 - £12,095)	Hours	20 hours, 39 weeks
Department	Safeguarding	Reports To	Designated Safeguarding Lead

JOB PURPOSE:
To provide high-quality administrative support to the safeguarding team, ensuring that safeguarding records are maintained accurately, confidentially, and in accordance with statutory guidance, including <i>Keeping Children Safe in Education (KCSIE)</i> . The post holder will contribute to promoting the welfare and safety of all children and young people within the setting.

KEY RESPONSIBILITIES AND DUTIES:
Safeguarding Administration • Maintain accurate and up-to-date safeguarding records and databases. • Support the DSL and Deputy DSLs with the administration of child protection and safeguarding cases. • Process and securely store confidential safeguarding information. • Monitor safeguarding referral processes and ensure actions are followed up within agreed timescales. • Prepare documentation and reports for safeguarding meetings, case conferences, and external agencies. • Ensure safeguarding files are transferred securely when pupils move schools. Record Keeping and Compliance • Maintain safeguarding chronologies and case files. • Assist in ensuring compliance with safeguarding legislation and guidance. • Monitor safeguarding training records and update staff training databases. • Support the completion of safeguarding audits and inspections. • Maintain records in line with GDPR and data protection requirements. Communication and Liaison • Act as a point of contact for safeguarding-related enquiries. • Liaise with social care, police, health professionals, local authority teams, and other agencies as directed by the DSL. • Coordinate meetings and appointments relating to safeguarding matters. • Take accurate minutes at safeguarding meetings when required. General Administration • Manage safeguarding correspondence, emails, and telephone communications. • Produce reports, statistics, and management information as required. • Maintain confidential filing systems. • Undertake other administrative duties appropriate to the role.

JOB REQUIREMENTS:		
	Essential	Desirable

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QUALIFICATIONS	• Good general education including GCSE (or equivalent) Maths and English.	• Level 3 Safeguarding qualification. • Relevant administrative qualification. • Safeguarding training or willingness to undertake training.
EXPERIENCE	• Experience in an administrative role. • Excellent organisation and record-keeping skills. • Strong IT skills, including Microsoft Office applications. • Ability to maintain confidentiality and handle sensitive information appropriately. • Excellent communication and interpersonal skills. • Ability to prioritise work and meet deadlines. • Commitment to safeguarding and promoting the welfare of children.	• Experience working in a school setting. • Experience using CPOMS, MyConcern, or similar.
KNOWLEDGE AND UNDERSTANDING	• Strong knowledge of safeguarding legislation, statutory guidance (including KCSIE), and child protection procedures. • Understanding of confidentiality, safeguarding thresholds, GDPR, and appropriate information-sharing. • Good knowledge of Working Together to Improve School Attendance guidance and the role of attendance within safeguarding and early intervention.	• Understanding of Health & Safety requirements related to pupil safety. • Awareness of SEND Code of Practice and its safeguarding implications.
SKILLS AND PERSONAL ATTRIBUTES	• Excellent verbal and written communication skills suited to multi-agency work. • Ability to build positive, professional relationships with students, staff, parents, and external partners.	

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	• High level of organisation, accuracy, and attention to detail. • Ability to handle sensitive information confidentially. • Confident in record keeping, report writing, and using digital systems.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.