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| **Job Description – Northampton International Academy** | |
| **Job title:** | Safeguarding Admin |
| **Responsible to:** | Deputy Headteacher and Designated Safeguarding Lead |
| **Liaising with:** | Key Stage Pastoral Managers. Attendance Team. SEND Team, Heads of Year. School Admin Team. |
| **Pay range:** | FTE salary will be pro rata to 39 weeks |
| **Contract terms:** | 39 weeks  37 hours  Permanent |



All staff should be committed to the school and East Midlands Academy Trust’s purpose to provide a relentless focus on great leadership and management and outstanding teaching. East Midlands Academy Trust is committed to support the school leaders, teachers and support staff to be the best they can be.

Role of Safeguarding Admin

* To maintain and manage the diary of all key external safeguarding meetings.
* To maintain and update external contact lists for vulnerable learners.
* To record and maintain daily safeguarding meeting minutes and PEP meetings for Looked After Children.
* To support administrative tasks from our online platforms, My Concern, Educare, Smart Log and AS STEER. Adding and removing staff, downloading training logs and reports, uploading key documents.
* Filing and administrative tasks to maintain the safeguarding files.
* Communication with other schools when sending/receiving safeguarding files, safe delivery of files and maintaining receipts.
* To take holding phone calls/emails on behalf of the safeguarding and well being team.
* To maintain the diary of the DSL and ensure all new staff receive induction training prior to them starting at the school.
* To maintain the vulnerable list tracker and risk assessment tracker.
* Any other administrative tasks that support the safeguarding team in the school.

**General Requirements**

• Adaptable, imaginative, creative and flexible in approach to the work

• Self motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training

• Prepared to attend meetings outside of office hours

• Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.

• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

• To ensure compliance of Data Protection at all times.

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

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| Compiled by: **HR** | Revision Number: v1 |
| Approved by Headteacher: | Revision Date \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP: |  |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** | | |
| Good level of education to at least A-level standard or equivalent. |  | **** |
| First Aid training |  | **** |
| **Experience** | | |
| Working in a similar environment | **** |  |
| Ability to use Microsoft office, including Word and Excel | **** |  |
| Working and communicating with external agencies |  | **** |
| Experience in the use of SIMS |  | **** |
| **Knowledge and understanding** | | |
| The needs of Key Stage 5 students | **** |  |
| Safeguarding policies and procedures | **** |  |
| The roles played by various adults in a student’s education |  | **** |
| **Skills and Attributes** | | |
| Work with guidance but with limited supervision | **** |  |
| Liaise and communicate effectively with others on the telephone, in writing and face to face | **** |  |
| Demonstrate excellent organisational skills | **** |  |
| Monitor, record and make basis assessments about individual progress | **** |  |
| Able to deal confidently with any incidences of poor student behaviour | **** |  |
| **Personal Qualities** | | |
| Proactive approach and to be able to work well under pressure | **** |  |
| Excellent interpersonal communication and administrative skills | **** |  |
| Ability to work independently and as part of a team | **** |  |
| Punctual and reliable | **** |  |
| High level of honesty and integrity | **** |  |
| Strong commitment to raising standards | **** |  |
| Punctual and reliable | **** |  |
| **Further requirements** | | |
| Willingness to work flexible hours on occasion | **** |  |
| Willingness to maintain confidentiality on school matters | **** |  |
| Willingness to undertake training courses that are relevant to the duties of the post | **** |  |
| Willingness to be involved in internal and external meetings | **** |  |
| Supportive of the ethos of the trust and school | **** |  |