



SAFEGUARDING AND ATTENDANCE ADMINISTRATOR: JOB DESCRIPTION

Post title: Safeguarding and Attendance Administrator

Salary/Grade: HAY 6 (Points 9 to 19) – Fixed Term Contract

Responsible For: Administration Duties for Safeguarding and Attendance

Responsible To: Assistant Headteacher Inclusion

Purpose of the job

To provide comprehensive administrative support for the safeguarding and attendance teams, ensuring meticulous attention to detail in all record-keeping and communication. The post holder will assist in the daily management of student attendance and the administration of safeguarding procedures to ensure a safe and supportive environment for all students.

Responsible for

- Day to day monitoring and record keeping for Safeguarding including CPOMs
- Supporting the Designated Safeguarding Lead with Safeguarding communications, administration and record keeping.
- Communication to families and colleagues around safeguarding and attendance matters
- Supporting the Attendance officer and Senior Attendance Lead with attendance administration.

Liaising with

Faculty Leaders, Senior Leadership Team, Year Leaders, Student Support Services and relevant staff with Cross School responsibilities, relevant support staff, LA representatives, external agencies and parents.

Main Duties and Responsibilities

Attendance Administration

- Support the Attendance Officer with daily register checks to ensure accuracy and completion across the school.

- Complete attendance-related administrative tasks at the direction of the Attendance Officer and senior attendance team.
- Call families regarding student absences and attendance concerns, maintaining a professional and supportive tone.
- Support the "late gate" process, recording student arrivals and ensuring follow-up actions are taken.
- Complete administration duties related to co-ordination with the school EWO services
- Complete attendance data analysis and documentation creation at the direction of the senior attendance team.
- Understand and implement school attendance policies and processes consistently.

Safeguarding Support

- Monitor daily CPOMs logs including allocation or actions, tracking completion and escalation to DDSLs and DSLs
- Ensure rigorous attention and action related to safeguarding notifications both internally and from families and external agencies to support strong a swift safeguarding of students.
- Complete MASK referrals and referrals to other external agencies as needed.
- Provide general administrative support for the safeguarding team, including phone calls, diary management, and emails.
- Maintain student safeguarding files with a high degree of accuracy and uphold strict confidentiality at all times.
- Keep written and/or electronic records of concerns about students, ensuring all records are kept securely in restricted locations.
- Assist with the administration of safeguarding training and maintain registration records including monitoring renewal timings and ensuring staff complete assigned training.
- Link with the School Business Manager to ensure all safeguarding training records are accurately kept and linked to the Single Central Record.
- Support the DSL with staff inductions and the distribution of regular safeguarding updates.

Meetings and Communication

- Arrange and set up meetings with parents and external agencies for both attendance and safeguarding matters.
- Write and produce minutes of meetings related to attendance and safeguarding as required.
- Produce word-processed reports and input data into spreadsheets, ensuring meticulous attention to detail.
- Organise the calendar for the safeguarding and attendance teams effectively throughout the academic year, including CPD and links to Trust wide meetings.

All staff have a duty to:

- Follow all safeguarding expectations and guidelines as set out by the school and LA
- Participate in and support the Continuous Development Policy (Appraisal)
- Undertake all expected supervisory and emergency procedures duties as directed by the Senior Leadership Team
- Be familiar with and follow all school and trust policies and processes.
- Support the school's review and refine approach through positive and active participation in the faculty and school development plans, reviews and collective improvement.

- Undertake specific duties within the Administrative Team as agreed with the AHT Inclusion or delegated team leads.
- Create a purposeful and positive school culture through building positive professional relationships with students and staff
- Create a supportive home-school dialogue through effective and regular contact with student families as required through the job role
- Take personal responsibility for both the overall professional delivery of the role of a teacher and use line management to effectively seek support in aspects of the post as needed
- Undertake such other duties as reasonably required by the Head Teacher

Person Specification
Qualifications
<ul style="list-style-type: none"> ▪ GCSE level with 5 A-Cs including Maths and English (Essential) ▪ Educated to A Level or equivalent standard (Desirable) ▪ Degree (Desirable) ▪ Deputy Designated Safeguarding Lead Training (Desirable)
Knowledge, Skills and Experience
<ul style="list-style-type: none"> ▪ Experience of working in a school environment ▪ Experience of an administrative role ▪ Experience of working with young people ▪ Knowledge of using Safeguarding Software (ideally CPOMs) ▪ Knowledge of a school's management information system (ideally Bromcom) and support systems (eg Class Charts) ▪ Knowledge or understanding of secondary school safeguarding and attendance policies and procedures ▪ Strong understanding of confidentiality, GDPR and Data Protection ▪ ICT Skills (Microsoft and/or Google) ▪ Strong administration and clerical skills ▪ Outstanding written and oral communication skills ▪ Good communication and interpersonal skills when working with staff, students and parents ▪ High level of personal organisation, and the ability to work without close supervision
Professional Behaviours

- Genuine passion, and a belief in the potential of every child, whatever their background or personal characteristics
- A clear understanding that all roles in the school, are focused on student achievement and potential.
- A good awareness of keeping children safe, understanding how and when to take appropriate action.
- The ability to work in close harmony with other staff
- Excellent listening skills
- A firm and constant belief in the unlimited potential of every student (particularly DA students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive educational provision
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop
- The ability to delegate appropriately and manage personal workload
- Confidence, self-motivation and the ability to be decisive
- High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion
- A professional outlook, detail oriented and able to multitask and meet deadlines
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- Willingness to participate in Continuous Professional Development

Other

- The right to work in the UK

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- 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 uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff participate in the school's performance management scheme.

The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.

We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.