

Job Title: SAFEGUARDING MANAGER

Location: Holy Trinity Church of England School, Crawley

Salary: West Sussex Grade 8 + Market Supplement + Crawley Allowance

Position Type: 22.5 hours a week, 3 days a week (preferably Mon-Weds, flexibility in days for the right candidate). Term Time Only plus inset

Contract Type: Permanent

Start Date: September 2026

- **Are you passionate about supporting vulnerable children and ensuring they are safeguarded from harm?**
- **Can you act as an advocate for students, managing cases and work effectively with professionals across organisations?**
- **Do you want to be a pivotal part of a team committed to helping every child flourish?**

If so, then we want to hear from you!

About Holy Trinity Church of England School:

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a taxi service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

Crawley's rich diversity and multiculturalism make our school an exciting place to work, where every day presents new challenges and rewards. As part of our team, you'll be supported in your professional development. We are committed to raising standards and unlocking the potential of every child, and we're looking for someone who shares our passion for excellence and innovation.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

The Role:

We are seeking a dedicated and enthusiastic Safeguarding Manager to join our team. The role will support and extend the safeguarding leadership of the Designated Safeguarding Lead and Deputy DSL, as well as coordinate safeguarding practice across the school, ensuring the effective protection, wellbeing and support of all pupils through robust systems, early intervention and strong multi-agency working.

Key Responsibilities:

- The promotion of and safeguarding of all children and young people.
- Responding actively to daily safeguarding concerns. Working with the safeguarding team and making referrals and liaising with children social care/West Sussex Children Services and other agencies as required.
- Contributing to the development of policy, practice and guidance on safeguarding.
- Maintaining central records of safeguarding case files and caseloads.

Essential Qualifications and Experience:

- **Safeguarding Expertise:** Proven experience in safeguarding and child protection procedures.
- **Interpersonal Skills:** The ability to form strong working relationships with students, parents, and external agencies.
- **Organisational Skills:** Capacity to manage complex caseloads with high attention to detail and accuracy.
- **Personal Qualities:** A 'can-do' approach with the ability to remain calm under pressure and handle sensitive information with total discretion.
- **Ethos:** An understanding and appreciation of the school's Christian ethos and values.

Why Join Us?

- Be part of a community that values dignity, community, wisdom, and hope.
- Work in a supportive environment with opportunities for professional growth.
- Make a direct, positive impact on the lives of young people, ensuring every student in your care flourishes.
- Play a leading role in the strategic development of our pastoral and inclusion operations.

How to Apply:

To apply, please complete the application form available on the website. This must be emailed to hr@holytrinitycrawley.org.uk by **9am on Monday 29th June 2026. Interview: TBC**

For further information about the role or the school, please contact HR at hr@holytrinitycrawley.org.uk

The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.