



ARNEWOOD
SCHOOL

Safeguarding Manager

Application pack



Welcome to **ARNEWOOD SCHOOL**

I would like to thank you for your interest in the role of Safeguarding Manager at The Arnewood School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our wider trust community, our ambitious aims and our remarkable colleagues and pupils.

Located in New Milton, on the edge of the New Forest, The Arnewood School is a highly aspirational secondary school with a Sixth Form provision which fosters a calm, supportive and inclusive environment and harnesses strong, positive relationships among students, staff, and parents.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit The Arnewood School.

For more information on what Arnewood School has to offer, please visit our [website](#) or contact the school on 01425 625 400 to arrange a visit.



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Alex Russell
CEO



Why choose **ARNEWOOD SCHOOL** and **BET?**



✓ **GENEROUS WORKPLACE PENSION**

Local Government Pension Scheme for colleagues.



✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



✓ **CPD & RECOGNITION POLICIES**

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**

24/7 online GP , EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ **FREE PARKING**

Free on-site parking is available at Arnewood School





Job DESCRIPTION

ROLE INFORMATION

Job title: Safeguarding Manager

Location: New Milton

Contract: Full time, permanent

Hours: 37 hours per week, 39 weeks per year. 8:30am to 4:30pm Monday to Thursday and 8:30am to 4pm Friday with 30 minutes unpaid lunch

Salary: Support Staff Band E (National- Hampshire) - £28,712 - £31,473 (£33,178 - £36,369 FTE)

Responsible to: Designated Safeguarding Lead

ROLE PURPOSE

The Safeguarding Manager is responsible for leading and coordinating the school's safeguarding and child protection arrangements to ensure the safety and wellbeing of all pupils. The role provides strategic oversight of safeguarding practice, ensures policies and procedures are effectively implemented, and supports staff in identifying and responding to concerns.

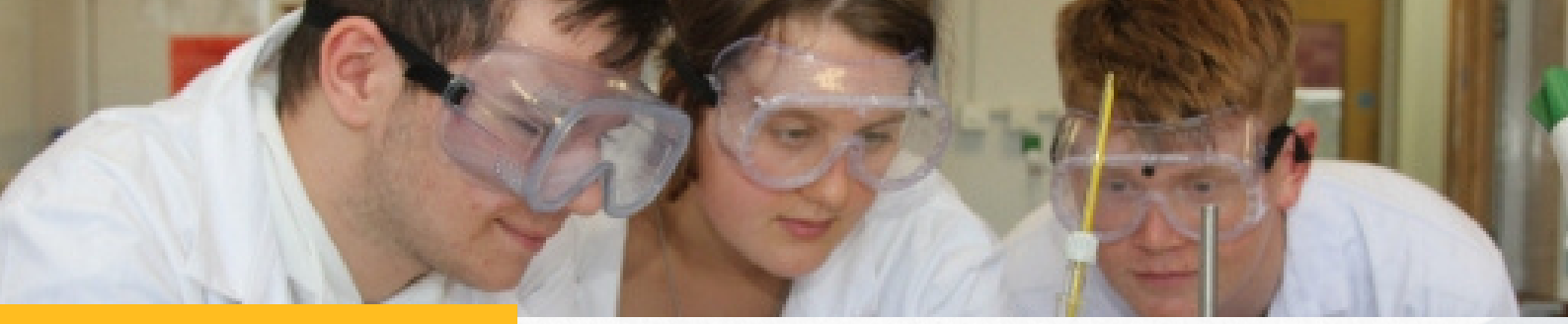




MAIN DUTIES AND RESPONSIBILITIES

- To provide support for children and staff as outlined below, under the direction of the BET Executive Team, Headteacher and SLT.
- To undertake all necessary training, including regular refresher courses, and to update skills and knowledge (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow you to understand and keep up with any developments relevant to the role of DSL.
- To provide appropriate induction and annual update safeguarding training for all staff and to work with SLT to ensure all staff complete statutory training in time frames set.
- To have a sound knowledge of, and to respond in accordance with statutory Safeguarding Children Procedures.
- Liaise with the Designated Safeguarding Lead to inform him/her of issues especially on-going enquiries under Section 47 of the Children Act 1989 and Police investigations.
- As required, liaise with the “case manager” and the designated officer(s) within the Trust and at the local authority for child protection concerns in cases which concern a staff member.
- Liaise with other agencies and co-ordinate the most appropriate school representative to attend/ contribute at child protection meetings.
- Act as a source of support, advice, and expertise to staff on the matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Ensure all staff know the procedures for reporting any welfare concerns/ suspicion of child abuse to the Designated Safeguarding Lead or nominated Deputy in their absence.
- Work with the BET Trust Safeguarding Lead, to ensure all policies, procedures and practice within the school adhere to legal requirements.
- Ensure CPOMs is used effectively and all records kept are of a high standard and completed in a timely manner.





MAIN DUTIES AND RESPONSIBILITIES (CONTINUED)

- Ensure efficient and coherent communication links within the school community and maintain the culture of openness and transparency.
- Work with students and their families to prepare for relevant meetings, ensuring that the views of the young people are considered during key transition periods.
- Ensure that a range of communication methods are available to students to be able to express their views.
- Work with other professionals, both internal and from external agencies, to ensure that reports are produced in a timely manner in preparation for meetings.
- Ensure that final plans are communicated to all appropriate parties as necessary.
- Lead therapeutic support where applicable.
- Be responsible for promoting and supporting Young Carers within the school.
- Undertake any other duties as directed by the Head Teacher or Senior staff, commensurate with the role and level of the post.





Person **SPECIFICATION**

ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of pupils
- Experience ensuring all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities
- Act in compliance with data protection principles, ensuring the privacy of personal information held by the Trust.
- Comply with the principles of the Freedom of Information Act 2000 in the management of Trust records and information.

PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **5th January 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Application PROCESS



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [**careers@bourne.education**](mailto:careers@bourne.education)





[Click to visit our website for more information](#)



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Bourne Education Trust

