**T.E.A.M EDUCATION TRUST**

**STUBBIN WOOD SCHOOL & NURSERY**

**Safeguarding Officer**

**Permanent**

**Full time: 37 Hours (Term-time Only)**

**Responsible to: Safeguarding Manager**

The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

**The Governing Body reserve the right to amend the job description at any time after consultation with the postholder.**

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| **Key Responsibilities** |

**The postholder will demonstrate essential professional characteristics, and in particular will:**

Work across the school under the guidance of the Safeguarding Manager in order to provide a high quality level of support within TEAM Education Trust at all times. To promote and safeguard the welfare of all our children/young people, staff/professionals & our wider school community.

Provide an effective, efficient and highly confidential support service to TEAM Education Trusts Safeguarding Team & school leaders.

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| **Core Requirements of the post.** |

**Provide a full, confidential support service to include:**

* Establishment/use of systems to support work flow/work chasing
* Diary Management
* Production of various types of documents with a high degree of confidentiality and accuracy including GDPR/DPA arrangements
* Processing of reports to meet statutory Children’s Services timescales
* Preparation of routine correspondence, draft letters, reports etc.
* Preparation of presentations
* Management of all correspondence
* Booking rooms for meetings and providing information to meetings as required
* Collating and distributing papers as required

Take ownership of calls/enquiries, face to face or written communication with strong customer care skills and ensure that outstanding tasks are followed up and dealt with to the satisfaction of the Safeguarding Manager

To assist with the preparation of new starters, ensuring accuracy in file preparation, documentation checking and entry onto the Single Central Record

Is willing to work within organisational procedures, processes and to meet required standards for the role including a willingness to learn all aspects of the relevant legislation and guidance in relation to promoting the welfare of children and young people

To display commitment to the protection and safeguarding of young people by respecting the views and needs of young people

To attend a variety of Safeguarding meetings with the Safeguarding Manager and take appropriate/accurate minutes of the meeting and ensure statutory deadlines are met

Have a keen eye to detail when it comes to inputting and maintaining databases as & when required (full training will be given on bespoke databases)

To undertake general office duties including filing, scanning and photocopying

Assist with Special Projects

Create and collate relevant information, E.g. Newsletters and bulletins

Any other duties that correspond reasonably to the general character of the post and are commensurate with its level of responsibility

To adhere to the requirements of the Data Protection Act/GDPR in respect of confidentiality and disclosure of data

**Additional Responsibilities**

High Support, High Challenge:

To ensure that you bring forward your good ideas, to challenge areas where the Trust can improve, and to contribute to the Trusts ongoing development by undertaking any relevant training courses as required **School Ethos**

Health and Safety:

To carry out all duties with awareness and regard to Health and Safety issues and adhere to safe systems of work

Equal Opportunities:

To take positive action and to be aware of and adhere to Equal Opportunities at all times. To ensure a thorough understanding of and positive commitment to equality in relation to TEAM Education Trust’s standards of behaviour and Code of Conduct.

Special Factors:

Prepared to work extended hours on occasions & carry out any other duties as required by the Safeguarding Manager or the Safeguarding Team

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| **Whole School Ethos** |

* Provide staff support to others in order that agreed initiatives can be successfully implemented, maintained and applied
* Where appropriate, contribute to the formulation of school policies
* Execute school policies
* Use the performance management process to drive school improvement through the raising of standards of teaching and learning
* Promote the wider aspirations of the school

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| **Safeguarding and Child Protection** |

* Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of young people
* Displays commitment to the protection and safeguarding of young people
* Values and respects the views and needs of young people
* Is willing to work within organisational procedures and processes and to meet required standards for the role
* Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children