



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr B Siaw

JOB DESCRIPTION

Job Title: Safeguarding Officer and Administrator

Contract type: Permanent

Reporting to: Designated Safeguarding Lead

Overview:

- To support the Safeguarding and Senior Leadership Team with the administrative tasks required to safeguard the children and young people at Stepney All Saints School.

The key responsibilities:

1. To provide general administrative support for the Designated Safeguarding Lead and the wider safeguarding team, including phone calls, emails and other communication
2. To undertake aspects of the DSL and DDSL role as required, including managing a caseload of students
3. To work alongside the Senior Leadership Team, Safeguarding Team and Heads of Years and other employees in the Safeguarding/Pastoral team
4. To comply with the School's policies and procedures in respect of safeguarding and pastoral care, health, safety and security, confidentiality and data protection.
5. To contribute to raising awareness of safeguarding, developing procedures for reporting cases and establishing a safe environment for students by maintaining and improving safeguarding standards.
6. Provide support to the DSL, which includes adherence to the school's pupil behaviour policy, the child protection policy, staff code of conduct and the safeguarding/pastoral response to children who go missing from education.
7. Contribute to ensuring every member of staff, volunteer and governor knows the name of the DSL and Deputy DSL's and their role.
8. To maintain student safeguarding files and uphold confidentiality at all times;
9. To arrange and set up meetings with parents and external agencies where appropriate.
10. To write and produce minutes of meetings.
11. To produce word processed reports, and input data onto spreadsheets and systems;
12. To organise the calendar for the Safeguarding team throughout the academic year effectively and efficiently.
13. Keeping written records of concerns about children, even where there is no need to refer the matter immediately.
14. Keeping all records securely, separate from the main pupil file, and in locked locations.
15. To assist the Safeguarding team with the administration of safeguarding training.
16. To maintain records of registration during safeguarding training.
17. To assist with administration of Pastoral intervention processes such as Managed Moves
18. Taking a full and active part in the life of the school including participation in working groups and appropriate in-service training.
19. To assist with the preparation and distribution of regular Safeguarding/Pastoral updates
20. To undertake administrative tasks relating to the monitoring of the implementation of



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr B Siaw

Safeguarding/Pastoral policy and procedures;

21. To support the students of Stepney All Saints to ensure they are confident, ambitious and successful;
22. To manage relationships with all key stakeholders, including the immediate community, parents and governors

Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed _____
Postholder (PRINT NAME & SIGN)

Date _____

Signed _____
Headteacher

Date _____