



SAFEGUARDING OFFICER

Permanent

Required for September or earlier

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



Lord Grey Academy

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Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
 - o 24/7 GP Appointments & prescription services
 - o Dental treatment
 - o Optical care
 - o Physiotherapy
 - o Skinvision - skin health tracker
 - o A range of essential healthcare expenses
 - o Exclusive discounts on shopping & travel

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





Advertisement

SAFEGUARDING OFFICER

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**Hours of Work 8.30am – 4.30pm Mon- Thurs, 4pm on Fridays
37 hours per week
39 weeks per year - 38 term time weeks plus 5 training days**

**Tove Learning Trust Band H, Points 14 - 21 FTE £29,540 - £33,143
Pro rata actual annual starting salary: £25,407 per annum**

We are seeking to appoint a Safeguarding Officer as soon as possible to work closely with the academy's Designated Safeguarding Lead, safeguarding team as well as all academy staff, to ensure the effective implementation of safeguarding policies and procedures across the academy. The successful candidate will attend Safeguarding meetings and update actions required on identified students, act as Supervisor for the CPOMS system and record and monitor safeguarding issues.

To be successful for this role you will need to have an understanding and experience relating to safeguarding. An understanding of multi-agency working is preferable.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website: <https://www.lordgrey.org.uk/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to hr@lordgrey.org.uk by 9am on Monday 29 June 2026. Interviews to be held on Friday 3 July 2026 2026.

Only successfully short listed candidates will be contacted. CVs will not be accepted.

The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



JOB DESCRIPTION - SAFEGUARDING OFFICER

Role:	Safeguarding Officer
Responsible to:	Designated Safeguarding Lead
Hours:	37 hours per week, 39 weeks per year 8:30am - 4:30pm Monday to Thursday 8:30am - 4:00pm Friday 38 Term time weeks plus 5 training days
Grade:	Grade H point 14 to 21

Job Context

The Safeguarding Officer will work closely with the academy's Designated Safeguarding Lead and safeguarding team as well as all academy staff, to ensure the effective implementation of safeguarding policies and procedures across the academy.

Key Responsibilities

- To attend Safeguarding meetings and update actions required on identified students
- To act as Supervisor for the CPOMS system
- To record and monitor safeguarding issues

Job Description

Responsibility area 1 - To attend Safeguarding meetings and update actions required on identified students

- When appropriate make referrals to the Multi-Agency Safeguarding Hub (MASH), adult services, police or other agencies
- Take minutes of safeguarding meetings ensuring accurate records are kept for the future.

Responsibility area 2 - To act as Supervisor for the CPOMS system

- Monitor CPOMS identifying actions required in response to safeguarding issues raised.
- Support with the input of safeguarding information into the CPOMS system.
- Ensure relevant staff have appropriate access to the CPOMS system.
- Lead on relevant CPOMS training for staff.
- Where appropriate assign actions using CPOMS for other members of staff when responding to safeguarding issues.
- Monitor assigned and delegated actions and ensure they are acted upon.
- To keep specific logs up to date and enter this information onto CPOMS, including but not limited to: bullying, homophobic and racist incidents, sexual harassment and sexual incidence.

Responsibility area 3 - To record and monitor safeguarding issues

- Provide administrative support for the Safeguarding Lead and Safeguarding Team.
- Liaise with schools and other external agencies to gather safeguarding information.
- Respond to low level safeguarding issues taking appropriate action ie, talking to students, gathering information, etc.
- Where appropriate ensure safeguarding information for students progressing on to other education establishments is passed on securely and timely
- Produce reports and statistical information eg half termly Safeguarding Report to Governors
- Maintain and update the Barriers to Learning sheet.



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Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed _____ Date _____



PERSON SPECIFICATION

Qualifications and Training	Essential	Desirable	How evidenced
Level 2 qualification in Communication/Literacy/English	✓		A
Level 2 qualification in Numeracy/Maths	✓		A
Appropriate qualification in the field of expertise e.g. Safeguarding L2/L3, Multi- Agency Working etc.		✓	A
Evidence of directly relevant training and development activities/updating		✓	A
Experience	Essential	Desirable	How evidenced
Experience using electronic systems to manage and store information.	✓		A I
Experience of working with a wide range of agencies	✓		A I
Experience of working in Education		✓	A I
Experience of arranging exam support for learners with additional learning needs		✓	A I
Experience of using the CPOMS system		✓	A I
Knowledge/Skills	Essential	Desirable	How evidenced
Excellent communication skills	✓		A I
Excellent IT skills	✓		A I
Ability to take minutes and meeting notes	✓		A I
Knowledge of disabilities/medical conditions/sensory support needs		✓	A I
Ability to develop positive, collaborative working relationships with teaching teams, parents and external partners	✓		A I
Knowledge of safeguarding legislation and personal responsibilities		✓	A I
Ability to co-ordinate and organise data and information in a timely and logical fashion	✓		A I
Willingness to adopt new working practices and adapt to change	✓		A I
Ability to work under pressure and meet tight deadlines	✓		A I
Ability to demonstrate an understanding of safeguarding and equality, and their importance relevant to the role	✓		A I
Personal related skills	Essential	Desirable	How evidenced
Participate in development and training opportunities	✓		A
Commitment to uphold the school's Equalities Policy, Safeguarding and Child Protection Policy	✓		A I

A – Application form I – Interview R – Reference



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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Our staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy Academy environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.