



JOB DESCRIPTION

Job Title: Safeguarding & SEND Administrative Officer
Grade: C1 (SCP 12-17)
Reporting to: Senior Assistant Principal / Safeguarding, Early Help, and Outreach Leader

Job Purpose:

To provide high-quality, confidential and professional administrative support to the SEND and Safeguarding/Inclusion teams. The role includes responsibility for maintaining statutory and sensitive records, supporting SEND compliance, safeguarding processes, and ensuring efficient coordination of multi-agency work. The postholder will carry out specialist administration for SEND, safeguarding and inclusion, as well as providing operational cover within the wider administration team when required.

Key Responsibilities

SEND Administrative

- Provide a high standard of administrative support to the SEND department, ensuring documentation is accurate, well-presented and delivered within agreed timescales
- Use a wide range of software systems to compile IEPs, reports, letters, documentation and information packs relating to SEND.
- Maintain and update the SEND register and relevant SIMS areas, ensuring entries are accurate, current and accessible to staff supporting students with SEND
- Maintain SEND student records, tracking systems and general SEND documentation to ensure continuity of information.
- Carry out admissions administration for SEND students, ensuring all SEND-specific admissions documentation, evidence and communication is processed and shared appropriately
- Organise, schedule and minute SEND meetings including EHCP annual reviews, multi-agency meetings, inclusion meetings, and parent/carer meetings.
- Prepare SEND-related correspondence for parents, carers and external agencies
- Support transition processes, including data gathering and transfer for SEND students and liaising with appropriate staff.
- Facilitate the sharing of SEND information with staff, including Pupil Passports, EHCP documentation and other student-level SEND information.
- Manage and administer provision mapping, ensuring accurate records of: interventions, pastoral work, external agency involvement, in-class support, and SEND provision.
- Maintain evidence and documentation for Examination Access Arrangements, ensuring records meet required standards.
- Assist with the preparation and administration of Education Health and Care Plan (EHCP) applications.
- Support the SENDCo with timetabling and deployment arrangements for Teaching Assistants and Higher level Teaching Assistants (HLTAs).

Safeguarding & Inclusion Administrative

- Undertake safeguarding administrative duties to ensure all safeguarding documents, files and systems are up-to-date, accurate and maintained confidentially.
- Maintain CPOMS chronologies and update safeguarding records in line with instructions from the Safeguarding Lead.

GORSE

- Support the safeguarding team with administrative tasks for Personal Education Plans (PEPs), Child Looked After (CLA) meetings, and other external safeguarding or pastoral meetings.
- Support the completion of Child Exploitation toolkits and AIMS documentation relating to harmful sexualised behaviour.
- Attend appropriate safeguarding training, including training to support work as a Designated Safeguarding Officer.
- Liaise with external agencies, including Educational Psychologists, social care, SENSAP, the student transportation team and other professionals as required.
- Receive and respond to telephone calls related to safeguarding or SEND and ensure information is accurately recorded on the relevant systems.

General Administrative Responsibilities

- Provide reception cover when required, greeting visitors, parents, carers and external professionals and ensuring a high standard of customer service.
- Carry out administrative tasks including filing, photocopying, shredding, data entry and retrieval.
- Manage incoming and outgoing mail and email, preparing standard replies where needed
- Prepare routine correspondence and information packs, ensuring high standards of presentation and accuracy.
- Use IT applications effectively, including Microsoft Office and SIMS, to fulfil administrative tasks.
- Take minutes at meetings when required.
- Compile and maintain records in accordance with data protection and GDPR requirements.
- Communicate effectively with colleagues, parents and carers through written communication, email and telephone.
- Support the wider administration team when required and undertake any other duties commensurate with the grade.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	
• Grade C/4 and above in GCSE English and Mathematics (or equivalent).	E
• NVQ or equivalent qualification in Business Administration.	D
• Training in safeguarding (e.g. DSL Level 1/2) or willingness to undertake it.	D
• Training or certification in SEND-related administration or systems (e.g. SIMS, CPOMS).	D
Knowledge and Skills	
• Understanding of confidentiality, GDPR and data protection expectations.	E
• Awareness of the importance of safeguarding and child protection principles.	E
• Understanding of the need for accuracy and compliance in record-keeping.	E
• Awareness of the diverse needs of students with SEND.	E
• Knowledge of SEND frameworks (EHCPs, Pupil Passports, statutory reviews).	D
• Knowledge of safeguarding processes and multi-agency working.	D
• Understanding of educational systems such as SIMS, Provision Map, CPOMS.	D
Experience	
• Experience working in an administrative role in a busy environment.	E
• Experience handling confidential or sensitive information.	E
• Experience producing accurate written documents, letters or reports.	E
• Experience using Microsoft Office applications (Word, Excel, Outlook).	E
• Experience in data entry, maintaining records, and following structured processes.	E
• Experience working in a school or educational setting.	D
• Experience supporting SEND processes or working with SEND students.	D
• Experience maintaining safeguarding records or using systems such as CPOMS.	D
• Experience of multi-agency liaison or supporting statutory meetings (e.g. reviews, PEPs).	D
• Experience administering Exam Access Arrangements or SEND tracking systems.	D
• Experience supporting SEND admissions routines.	D
Continuous Professional Development	
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	
• Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.