

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Trust Safeguarding Administrative Coordinator
<b>RESPONSIBLE TO:</b>	Trust Safeguarding Lead
<b>LOCATION:</b>	Dartford, Gravesham, Hybrid Working
<b>SALARY GRADE:</b>	KR4
<b>HOURS:</b>	37 hours per week, 40 weeks per year

**PURPOSE OF THE POST:**

To assist the Trust Safeguarding Lead in the oversight of the Trust’s safeguarding functions ensuring they are fit for purpose and compliant with the current safeguarding and child protection legislation and guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children. In addition, assist the Trust Safeguarding Lead to provide support and detailed accurate reporting to the Trust Central Team, Governors, Trustees, Chief Operating Officer, Headteachers and Designated Safeguarding Leads across the Trust. The post holder will assist the Trust Safeguarding Lead by providing administrative support to ensure that Trust and school compliance and deadlines are met across a wide range of safeguarding activities and training.

<b>MAIN ROLES AND RESPONSIBILITIES</b>	
Duties	<ul style="list-style-type: none"> <li>• Accountable and responsible for the administrative co-ordination of safeguarding activities across the Trust and to assist the Trust Safeguarding Lead with reporting of safeguarding training and compliance across the Trust.</li> <li>• To assist the Trust Safeguarding Lead in the development, review and maintenance of comprehensive safeguarding policies, systems and procedures. This includes, but is not exhaustive to:               <ul style="list-style-type: none"> <li>○ Safeguarding Training – To assist the Trust Safeguarding Lead with the tracking and monitoring of Trust wide safeguarding training, reporting periodically to the Trust Safeguarding Lead in line with the annual cycle of reporting and taking action as required.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Trust Safeguarding Policy – To assist the Trust Safeguarding Lead in ensuring that updates and changes are disseminated in line with Trust deadlines.</li> <li>○ To assist the Trust Safeguarding Lead in the implementation and maintenance of the system used for keeping accurate and secure records of concerns and referrals in relation to allegations against colleagues and Low-Level Concerns.</li> <li>○ Co-ordinate training programs to assist the Trust Safeguarding Lead to ensure all colleagues and governors are equipped with the necessary knowledge and skills to prevent, identify, report and respond to safeguarding concerns.</li> <li>○ Promote a culture of safeguarding awareness throughout the central team and academies within our Trust.</li> <li>○ Assist the Trust Safeguarding Lead to regularly monitor and evaluate the implementation of safeguarding policies and procedures across the Trust, ensuring compliance with relevant legislation and guidance.</li> <li>○ Assist the Trust Safeguarding Lead in the monitoring and follow-up of actions which have been identified through quality assurance visits, analysis of data and dialogue with school leaders.</li> <li>○ Assist the Trust Safeguarding Lead to develop the Trust’s safeguarding network, including assisting with the arrangement of termly forums for key safeguarding colleagues, including DSLs, Attendance Officers and SLT responsible for attendance.</li> <li>○ Assist the Trust Safeguarding Lead in ensuring that appropriate systems are in place for Online Safety, including filtering and monitoring, and that these are compliant with current guidance.</li> <li>○ Collaborate with external agencies as directed by the Trust Safeguarding Lead.</li> <li>○ Stay informed of current safeguarding issues, best practice and training opportunities, and disseminate information to DSLs and key stakeholders as appropriate.</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Assist the Trust Safeguarding Lead to represent the Trust in local and regional safeguarding networks and forums.</li> <li>○ Assist the Trust Safeguarding Lead to oversee the safeguarding systems centrally (Staff Safe, CPOMS, Spotlight, Arbor).</li> <li>○ Assist the Trust Safeguarding Lead and People Director to monitor the compliance of school Single Central Records.</li> <li>○ Coordinate, attend and minute forums, and/or meetings with professionals and the Trust Safeguarding Lead.</li> <li>○ Facilitate and arrange on-demand supervision for DSLs with the Trust Safeguarding Lead.</li> <li>○ Assist the Trust Safeguarding Lead to maintain Trust-wide Teams channels with relevant and up to date resources for key stakeholders.</li> <li>○ This post demands liaising with colleagues, advising, and supporting them as well as offering guidance where appropriate.</li> <li>○ Numeracy, literacy, note-taking and Microsoft Office Skills.</li> <li>○ To assist in the development and maintenance of safeguarding resource areas within the Trust website.</li> <li>○ Assist the Trust Safeguarding Lead to monitor Part-Time Timetables across the Trust.</li> <li>○ Assist the Trust Safeguarding Lead with the development of toolkits and resources that align with The Golden Thread Alliance Strategies and development areas.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>● In the absence of the Trust Safeguarding Lead, act as a source of signposting for colleagues and outside agencies.</li> <li>● To assist the Trust Safeguarding Lead to respond in line with Trust deadlines for Trust data request.</li> <li>● Understand and apply Trust policies in relation to areas of Safeguarding and compliance.</li> <li>● Attend relevant training and take responsibility for own development.</li> <li>● Attend all relevant meetings as required.</li> <li>● Respect confidentiality at all times.</li> <li>● Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> </ul>
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**PERSON SPECIFICATION**

CRITERIA	RESPONSIBILITIES
ESSENTIAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Previous experience of working in an administrative role.</li> <li>• To be highly proactive in own personal development and training.</li> <li>• The ability to work well in a team and independently.</li> <li>• To be self-motivated and highly organised.</li> <li>• Excellent communication and interpersonal skills, both written and verbal.</li> <li>• Expert numeracy, literacy and ICT skills.</li> <li>• Knowledge of policies, procedures and processes relating to safeguarding, child protection, health &amp; safety, security, equal opportunities and confidentiality.</li> <li>• An understanding of safeguarding, attendance and safer recruitment in education settings.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature: \_\_\_\_\_

Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_

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