**Post Title:** Admin Support - Safeguarding

**Responsible to:** Assistant Headteacher (DSL)

**Responsible for:**

**Terms:** Grade 3, SCP 4-6, 12 hours per week, 39 weeks per year

Days/hours to be mutually agreed

**Main Purpose:**

Administrative work under the instruction/guidance of the Safeguarding Senior Team to support the delivery of robust protocols and reporting systems for Safeguarding policies and procedures.

This is a key role within the relationship structure of the school.

**General Responsibilities**

All school staff are expected to:

* Work towards and support the school’s strategic vision and the objectives.
* Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

#### Specific Responsibility

#### To provide general administrative support for the Senior DSL, and the wider safeguarding team including phone calls, emails, and other communication

#### To work alongside Heads of Years (DSL), Trauma Practitioners and other employees in the Safeguarding/Oasis team

#### To comply with policies and procedures in respect of:

#### Safeguarding/Trauma Responsive

#### Health, safety, and security

#### Confidentiality

#### Data protection

#### To contribute to:

#### Raising awareness of safeguarding/trauma Response

#### Manage the procedures for reporting cases

#### Establishing a safe environment for students by maintaining and improving safeguarding standards and developing a trauma responsive culture.

#### Provide support to all DSL’s, which includes adherence to the school’s pupil relationship policy

#### Support students during vulnerable or challenging times

* To maintain student safeguarding and Oasis referral files and uphold confidentiality at all times
* Keep written records of concerns about children, even where there is no need to refer the matter immediately
* Keeping all records securely, separate from the main pupil file, and in locked locations
* To assist the Safeguarding team with the administration of safeguarding training
* To maintain records of registration during safeguarding training
* To assist with the preparation and distribution of regular Safeguarding/Oasis updates
* To undertake administrative tasks relating to the monitoring of the implementation of Safeguarding/Trauma policy and procedures
* To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development
* To actively engage in the performance development and management process

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Signed (post holder) Date:

Signed (Headteacher) Date:

**Essential experience, skills and personal qualities**:

* Knowledge/experience of Microsoft Office (Outlook, Word & Excel)
* Excellent communication skills, both oral and written
* Strong attention to detail
* Ability to prioritise
* Ability to multi-task
* Initiative and ability to work without direct supervision
* Flexible, helpful nature and be able to be to deal with visitors and students in a calm and efficient manner
* A team player who is happy to go beyond their own responsibilities to help others at busy times

**Desired experience, while not essential, the following would be an advantage**

* School experience and knowledge of school processes
* Previous experience of SIMS