

## **JOB DESCRIPTION**

**Job Title:** Safeguarding Administrator (14.5 hours pw /2 days – some flexibility)

**Salary:** Scale 4/5

**Reporting to:** Director of Safeguarding and Wellbeing

**Line Managing Responsibilities:** N/A

**Working with:** Safeguarding Lead  
College and Academy Principals and staff  
Designated Safeguarding Leads (DSLs)  
Local Authority Designated Officers (LADOs)  
Local Authorities (LAs), Local Children's Services Partnership (LCSP) and other external agencies

### **Main Responsibilities:**

To provide administrative support to the Director of Safeguarding and Wellbeing in support of the provision of outstanding safeguarding arrangements for pupils and students.

### **Specific Responsibilities:**

1. The Safeguarding Administrator will support the Director of Safeguarding and Wellbeing with day to day administrative duties;  
  
Scheduling safeguarding and refresher training.  
Scheduling regular safeguarding meetings, co-ordinating agendas and papers as required.  
Attend, take and distribute accurate minutes at monthly meetings and follow up actions arising from meetings.
2. Attend highly confidential and sensitive meetings as requested by the Director of Safeguarding and Wellbeing and take minutes.
3. Upload safeguarding information to share point.
4. To maintain accurate records using MS Office and other ICT systems as necessary.

5. Take responsibility for tasks and decisions from ESLT.
6. To undertake a public relations role both within and outside the organisation.
7. To devise and maintain office systems to deal efficiently with paper flow.
8. To research and retrieve relevant information required for tasks.
9. To support and assist the Safeguarding Lead in the analysis of data.
10. Share information across the trust as directed.
11. Keep the diary of events in the DSL handbook up to date.
12. Assist the Director of Safeguarding and Wellbeing with any other administrative duties as reasonably required.

### **General**

1. To work flexibly which may involve undertaking duties outside normal office hours to meet the needs of the College and the Trust.
2. To be prepared to work at the College's satellite venues and the schools within OHC&AT.
3. To maintain confidentiality of information in line with data protection legislation and safeguarding requirements.
4. Actively promote the safeguarding and wellbeing of pupils and students throughout the College/Trust, including those with severe, profound and multiple learning difficulties and disabilities, who may communicate using challenging behaviour.
5. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
6. Carry out the responsibilities of this post with due regard to the OHC&AT's Equality and Diversity Policy, Child Protection (Safeguarding), Health and Safety Policy and all other College/Trust policies and procedures.
7. Make use of ICT in undertaking the duties of the role and as required in the course of employment.

8. Make regular use of training, development and self-assessment processes to improve the quality of work.
9. To undertake such other duties of a similar nature from time to time as may be required by the Director of Safeguarding.

## Safeguarding Administrator

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

	<b>Qualifications/Experience</b>	<b>Priority</b>
1.	A high level of Minute-taking experience with good typing skills (to be tested at interview).	1
2.	Level 2 (or equivalent) qualification in English.	1
3.	Proven track record in a high level PA/admin support role.	1
4.	Experience of a significant level of personal responsibility within working role	1
5.	Working knowledge of administrative processes and procedures.	1

#### **Abilities, Skills and Knowledge**

6.	Strong organisational and minute-taking skills with ability to work across multiple areas at one time.	1
7.	Ability to work calmly under pressure, think on feet, operate professionally and positively in a busy environment.	1
8.	Excellent planning, prioritisation and organisational skills with a high degree of attention to detail and accuracy.	1
9.	Communicate effectively using excellent listening and responding skills across a broad range of people including Senior Leaders, Non Executives, Head Teachers and external stakeholders.	1
10.	Strong interpersonal skills, reflecting an awareness of self and others and ability to maintain positive and professional working relationships.	1

11. Good telephone manner, calm, courteous and reassuring 1
12. Excellent IT skills including MS Office packages such as Word, Excel and Outlook. 1
13. Maintaining confidentiality, tact and discretion at all times, and ensuring that confidential data is handled in a sensitive manner. 1
14. Experience of seeking out and disseminate information verbally and in writing and using computer technology. 1
15. Able to work effectively and positively with team members, using initiative when required. 1
16. Excellent organisational skills and record keeping. 1
17. Able to organise projects 1
18. Operate flexibly as part of a team. 1
19. Willingness and ability to travel to all locations across OHC&AT as required 1
20. Resilience – some of the information that can be shared with you may be sensitive and distressing. 1
21. Understanding of national frameworks and the most current version of Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children. 2
22. A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other OHC&AT policies 2