

Job Description

Job Title: Administration Assistant - Safeguarding

Grade: Band 2 to mid (3-5 point range)

Reports to: Lead DSL, Headteacher, Director of Student Welfare

Liaison with: DSLs, Targeted Services Team, Pastoral staff, Teaching Staff, External Agencies, Students and Parents

Job Purpose:

- Ensure effective and efficient administration support for the Designated Safeguarding Leads and those involved in Safeguarding.

Specific Duties:

Admin:

- Assist in maintaining a culture that recognises and understands the importance of safeguarding.
- Respond in a professional and sensitive manner at all times.
- Be a point of contact and support for the DSLs and those involved in safeguarding at the school.
- Accurately input and retrieve information from the school files and data collection systems.
- Responsible for the organisation, management and upkeep of records and student files.
- Support the collection of information regarding any reported incidents or updating of student files.
- Produce documentation and distribute as required.
- Communicate with parents, staff, students and external agencies to provide a rapid response to issues.
- Attend meetings as required to take and produce clear and concise minutes and actions as a result of the meeting.
- Book meeting venues and collate paperwork as required.
- Seek appropriate training and updates linked to the role.

Collaborative work:

- Work closely with DSLs, TST, and other appropriate external providers to ensure a holistic approach to student safeguarding issues.
- Liaise with external providers and agencies and support the process of referrals as required and appropriate.
- Participate and contribute to internal and external meetings providing information and reports as required.
- To attend student planning and review meetings when appropriate.
- Work collaboratively with colleagues to ensure effective operational processes are in order and maintained.

Requirements:

- Understanding of the importance and significance of safeguarding
- Relevant qualifications
- Understanding of external agencies and processes of referrals
- High levels of trust, respect, confidentiality
- Excellent communication skills (written and verbal), Interpersonal skills, work as part of a team
- Excellent record keeping and data analysis