



Administration Assistant - Safeguarding **Job Description and Person Specification**

This is an exciting new role to provide our DSL and DDSL, triage and administrative support ensuring the effective and accurate administration of Child Protection Online Monitoring Systems (CPOMS).

This job description is a general outline of the typical duties and responsibilities to be carried out in this role. It is vital that you have the ability and willingness to be flexible and versatile within the role.

Pay Scale: Scale 4/5 Range 6 – 11, depending on experience £20,043 - £22,129 pro rata
£17,106 - £18,886 (actual)

Hours/Weeks: 37 hours per week for 39 weeks per year (term time + inset days)

Working pattern: 09:00 – 16:55 (30-minute unpaid lunch break)

Responsible To: Designated Safeguarding Lead & Student Support Manager

Job Purpose: To be responsible for categorising and assigning safeguarding referrals from the online monitoring system (Child Protection Online Monitoring System, CPOMS) to the appropriate members of our safeguarding team. Continuing monitoring to ensure that appropriate action has been taken.
This role is an integral part of our safeguarding team and the post-holder will receive appropriate training.

Duties:

- Triage, assign, monitor and feedback on safeguarding referrals with Designated and Deputy Designated Safeguarding Leads
- Monitor all students on modified timetables, including, but not exclusively, Alternative Provision, long term absentees, students with medical referrals, ensuring welfare and home visit checks have been made
- Complete all risk assessments for modified timetables
- Liaise weekly with Heads of Year and the pastoral team with regard to modified timetables and provision
- Ensure risk assessments and service level agreements are in place from alternative providers
- Monitor our anti-malware and spam protection software and advise relevant year teams and DSL/DDSL as required
- Update the safeguarding programme with the appropriate actions/assignments
- Coordinate North East Essex Co-Operative Academy (NEECA) progress reviews
- Oversee record keeping for Pastoral Support Plans and referral passports within the pastoral team
- Maintain appropriate databases, spreadsheets and reports, ensuring accurate inputting of data (CPOMS/SIMS)
- Ensure compliance with the school's data retention policy
- To take minutes of meetings as required
- To undertake general administrative duties as required including filing/scanning/uploading and photocopying

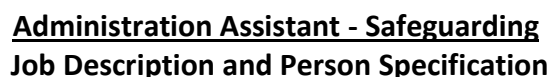


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General:

- To participate in the performance management process, taking personal responsibility for identifying learning, development and training opportunities in discussion with the line manager
- To comply with individual responsibilities with regard to health and safety in the workplace
- To follow the guidelines of “Keeping Children Safe in Education” and accept responsibility for the promoting of safeguarding and the welfare of children and young people within the scope of these guidelines
- The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post in accordance with the Immigration Act 2016.

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.



Knowledge and Skills	Competencies	Assessment Method Application Supporting Statement Interview Tasks
Qualifications & Experience	<p>Essential:</p> <ul style="list-style-type: none"> Proven track record of administration in a fast-paced environment Experience of running effective administrative systems, ideally within a school Experience of manipulating data in excel <p>Desirable:</p> <ul style="list-style-type: none"> Working knowledge of general school policies Educated to NVQ Level 4 or equivalent Experience of using CPOMS and SIMS 	<p>A S I</p> <p>A S I T</p>
Specific Skills	<p>Essential:</p> <ul style="list-style-type: none"> Excellent written and oral communication skills Good IT skills, including the ability to confidently use Microsoft suite of programs Willingness and ability to learn and operate new IT packages Excellent administrative and organisational skills 	<p>A S I T</p>
Personal Characteristics	<p>Essential:</p> <ul style="list-style-type: none"> Genuine passion and a belief in the potential of every student Ability to manage confidential and sensitive information with absolute discretion Flexible, highly organised and able to multi-task and prioritise work to meet deadlines Helpful, approachable and positive nature and ability to stay calm and diplomatic under pressure Able to take ownership of tasks and work with minimal supervision Have exacting standards and a keen eye for detail Keen to learn and further develop own skills Exercise sound judgement, especially relating to confidentiality Able to communicate clearly and effectively with a variety of audiences Project a positive and confident demeanour 	<p>A S I T</p>



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Alignment with vision	Essential: <ul style="list-style-type: none">• Relentless drive to do what it takes to ensure all students succeed• Ability to instil and ensure high expectations	AS I
General	Essential: <ul style="list-style-type: none">• Demonstrate a commitment to equality• Good understanding of Health & Safety• Understand and implement child protection procedures• Understand procedures and legislation relating to confidentiality Demonstrate a clear commitment to develop and learn in the role• Ability to effectively evaluate own performance and share knowledge with others	AS IT