

Job Description

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| Name | TBA |
| Post Held | Safeguarding and Inclusion Administrator |
| Pay Range | HBHS Scheme Pay Band 4 |
| General Duties | <p>The main function of this role will be to support the Director of Communications with the compliance of legislation and administration of our safeguarding and inclusion functions. This will consist initially of the following duties:</p> <ul style="list-style-type: none"> • Monitoring and triage of the CPOMS Safeguarding System. This will also include the effective closure of cases once they have been actioned. • Administration of reduced timetables, DTOP, suspensions, Children Missing Education, Elective Home Education • Composing Front Door KELSI referrals when necessary and ensuring they are acted upon and resolved quickly and efficiently. • Assisting with both in year and new year 7 admissions • Any other general office duties as required by the Director of Communications in the main office. |
| Reporting to | PA to Principal/Director of Communications |

This job description issued on 1st September 2023 may be amended at any time by agreement, but in any case will be reviewed annually according to Performance Management objectives.

This is a job description only and is not necessarily a comprehensive definition of the post.

Signed: