



**Job Title:** Safeguarding Administrator

**Location:** Bexleyheath Academy

**Hours of work:** Full Time

**Reports to:** Safeguarding Officer (DSL)

**Purpose of the Role:**

- To provide administrative support to the Safeguarding Officer (DSL)
- To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Responsibilities:**

- To collate eSafe information across cohort groups for analysis by Academy DSLs and Pastoral Leaders.
- To collate information from Steer tracking for analysis by Academy DSLs and Pastoral Leaders to identify pupils at risk.
- To communicate with parents when certain incidents occur to raise awareness of issues and concerns.
- To work with students to compile information.
- To work with students to make them aware of issues and concerns.
- To maintain an oversight of the safeguarding reporting system, ensuring that all appropriate details are entered and that actions and next steps are entered for all concerns raised.
- To produce reports from the online safeguarding system as required by the Academy DSLs (to triage safeguarding concerns reported by staff)
- To monitor incidents of bullying where they occur and inform the Academy DSLs.
- To maintain updated logs of pupil movement.
- Compile top sheet covers for pupils leaving the school, before final sign off by the Headteacher to demonstrate that the appropriate process has been followed.
- To maintain the records of attendance and checks on alternative providers.
- To monitor the attendance of vulnerable pupils i.e. those on the safeguarding register and those pupils who are newly identified as vulnerable.
- To collate the documentation required for any meetings as needed by the Academy DSLs including meetings with parents and meetings arranged by external agencies.
- To create calendar invitations and to record and share minutes for the safeguarding team meetings.
- To circulate a newsletter to academy staff providing an update on local and national safeguarding news.
- To undertake the online safeguarding training provided by the Trust
- To complete safeguarding training to a level 2 equivalence standard, including online training.



### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
2. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
4. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



**Person Specification**

**Job Title: Safeguarding Administrator**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>● GCSE Maths and English (Grade A-C) or equivalent</li> <li>● Experience of working in a customer facing role</li> <li>● Experience of working within an office environment</li> <li>● DSL level 3 training (within 3 months of being appointed)</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>● Safeguarding/child protection</li> <li>● Ability to use Google including GSuite, GMail</li> <li>● Ability to use publishing software</li> <li>● Work effectively as part of a team</li> <li>● Ability to work independently</li> <li>● Have strong interpersonal skills</li> <li>● Ability to be proactive and prioritise work</li> <li>● Ability to be able to manage own time effectively</li> <li>● Respond well to a changing environment</li> <li>● Understanding of confidentiality issues within a school environment.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working within the Education Sector</li> <li>● Ability to write letters and emails</li> <li>● Ability to communicate with people at all levels</li> <li>● Ability to use initiative to deal with telephone calls and staff queries in a professional manner</li> <li>● Knowledge of Cloud School</li> </ul>



<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Forward and strategic planning	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Ability to communicate effectively and sensitively with Academy staff, professionals and parents/carers.</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Ability to work under pressure in a fast pace environment</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to learn and pursue training and qualifications.</li> </ul>
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values               <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li> </ul>	