



## **JOB DESCRIPTION**

### **SAFEGUARDING and CiC ADMINISTRATOR**

**Job Title:** Safeguarding and CiC Administrator

**Reporting Lines:** This position will report to the DSL (Designated Safeguarding Lead)

**Grade / Salary:** AR06

#### **Main Purpose of the Role:**

- To support the safeguarding team with administration tasks required to safeguard the children and young people at Folkestone Academy (Secondary Phase)

#### **Responsibilities:**

- To provide general administrative support for the Nominated Governor for Safeguarding and Child Protection, the Designated Safeguarding Lead and the wider safeguarding team, including phone calls, emails and other communication;
- To work alongside Progress Leaders, Heads of Years and other employees in the Safeguarding team;
- To comply with the Academy's policies and procedures in respect of: (1) safeguarding, (2) health, safety and security, (3) confidentiality and (4) data protection;
- To contribute to (1) raising awareness of safeguarding, (2) developing procedures for reporting cases, (3) establishing a safe environment for students by maintaining and improving safeguarding standards;
- Provide support to the DSL for staff induction, which includes the school's pupil behaviour policy, the child protection policy, staff code of conduct and the safeguarding response to children who go missing from education;
- Contribute to ensuring every member of staff, volunteer and governor knows the name of the DSL and Deputy DSL and their role;
- To maintain student safeguarding files and uphold confidentiality at all times;
- To arrange and set up meetings with parents and external agencies where appropriate;
- To write and produce minutes of meetings;
- To produce word processed reports, and input data onto spreadsheets;
- To organise the calendar for the Safeguarding team throughout the academic year effectively and efficiently;
- Keeping written records of concerns about children, even where there is no need to refer the matter immediately;
- Keeping all records securely, separate from the main pupil file, and in locked locations;
- To assist the Safeguarding team with the administration of safeguarding training;
- To maintain records of registration during safeguarding training;
- To assist with the preparation and distribution of regular Safeguarding updates;



- To undertake administrative tasks relating to the monitoring of the implementation of safeguarding policy and procedures;
- To support the students of Folkestone Academy (Secondary) Phase to ensure they are confident, ambitious and successful;
- To model and maintain high standards of conduct and behaviour expected of all students;
- To serve as an ambassador for the Trust and for the Academy;
- To manage relationships with all key stakeholders, including the immediate community, parents and governors ensuring that every decision made is aligned to the Academy's manifesto;
- To model exemplary conduct, encouraging all adults and students to act positively and respect themselves, each other, the wider community and their environment;
- To play a key role in contributing towards the vision and ambitions of the Academy;
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role;
- To promote team spirit as well as acting together and supporting each other to ensure a calm and purposeful school;
- Have oversight of the CiC Calendar;
- Liaise with the various Virtual Schools to schedule PEP meetings and CiC reviews as necessary;
- Provide Progress Leaders with a financial update and pupil data prior to all meetings;
- Provide pupil information to the Virtual Schools' Education Support Officers and Headteachers as required;
- Coordinate the spending of PP+ funding, including liaising with the tutoring agency and Virtual Schools as necessary;
- Maintain the PP+ funding spreadsheet for all CiCs, liaising with the Trust finance team and Progress Leaders as necessary.

#### **Criteria for the post:**

- Minimum GCSE English and Maths, grade C or equivalent;
- To be computer literate and proficient in Microsoft Office, e.g. Word, Excel;
- To have excellent communication skills and an excellent telephone manner as well as organisational and planning skills to manage time and meet deadlines and objectives;
- To have a professional and sensitive approach;
- To have experience of working in an educational environment with children or young people is an advantage;
- To have the ability to have a hands-on and problem solving approach.

#### **Other Responsibilities:**

- To share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To ensure that all duties and services provided are in accordance with all Turner Schools policies and the schools procedures in line with code of conduct/professional expectations;



- To undertake training as necessary and be willing and enthusiastic in engaging with continuous professional development;
- To actively engage in the performance development and management process;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the School community, to support both the values, vision and ethos of the school and the Trust, and encourage scholars to follow this example.

At time of applying all job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....