



Ripplevale School Rochester

Safeguarding Administration Assistant Job Description

Line Management: As per current staff structure

MAIN RESPONSIBILITY

To assist with safeguarding policies, maintaining accurate records and support the Safeguarding Team in managing and reducing risks of harm to students.

To work collaboratively with external agencies, school colleagues and the Safeguarding Officer to ensure the well-being and safety of pupils in line with statutory guidelines.

Responsibilities include, but are not limited to:

1. Safeguarding training for new staff
2. Policies to be sent out to all staff and any new staff
3. Providing staff with safeguarding updates, including e-bulletins
4. Safeguarding files of leavers to be sent to new provisions
5. Request and chase safeguarding files for new starters
6. Safeguarding files of new starters to be scanned in and added to MyConcern
7. Requesting safeguarding information for any taster day students
8. Provide parents with regular safeguarding updates via ParentMail
9. Smoothwall - monitor, liaise with IT Manager and action as appropriate
10. Create, distribute and collate safeguarding questionnaires
11. Sharing relevant safeguarding information with staff, parents and professionals
12. Ensuring safeguarding information is displayed and updated accordingly around the School and College
13. Supporting at break and lunchtimes and taxi times as required
14. Taking minutes of meetings
15. Answering telephone calls
16. Arranging and booking meetings



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The job holder is required to undertake other duties from time to time as required by the Headteacher which may include attendance at your place of work outside of the term time teaching commitment.

You are required to comply with all Health and Safety guidance within your areas and rooms and to work collaboratively with your colleagues to maintain a healthy, safe and clean environment.

Standards and quality assurance

1. Support the aims and ethos of the School and College;
2. Set a good example in terms of dress, punctuality and attendance;
3. Uphold the School and College behaviour code and uniform regulations;
4. Participate in and provide staff training within areas of responsibility and experience.

Arrangements for appraisal of performance

The role of the Safeguarding Administration Assistant will be monitored through the school's performance management and appraisal programme by the line manager.

Supervision

To engage with the formal process of supervision within the school in which the workload and performance of the Safeguarding Administration Assistant is constructively analysed and reviewed each term.

Equality and Diversity

Be aware of and support differences and ensure that the schools equalities and diversity policies are followed.

Safeguarding

Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection; Health and Safety; Confidentiality; and Data Protection and report all concerns to either the Headteacher, DSL, member of the SLT or safeguarding team, as appropriate.

The jobholder is required to contribute to and support the overall aims and ethos of the Ripplevale School and College. All staff are required to participate in training and other learning activities, and in performance management, supervision and development as required by the School's policies, practices and development plan.



RIPPLEVALE
SCHOOL

Ripplevale School Rochester

Signed

JOB HOLDER

Printed Full Name

Dated

HEADTEACHER

Signed

Printed Full Name

Dated
