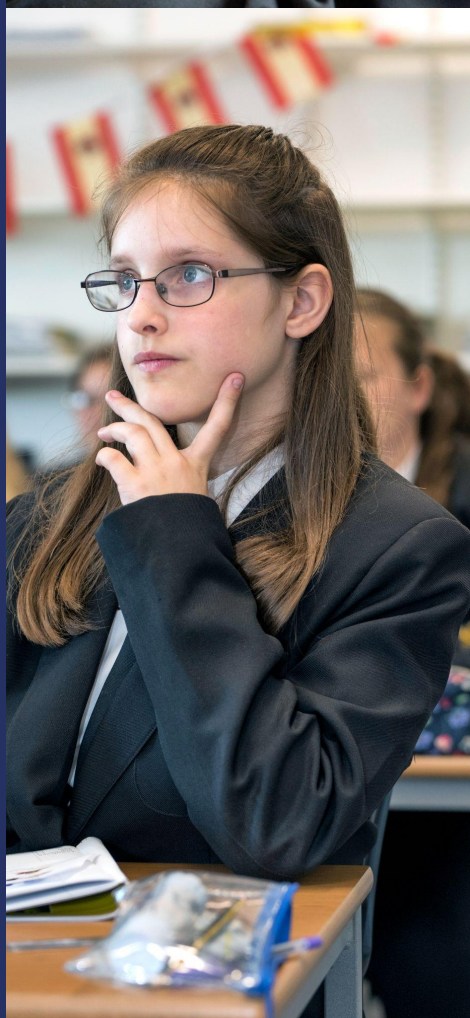




Hartsdown Academy



➤ Safeguarding & Culture Administrator

# ➤ Safeguarding & Culture Administrator

## Appointment Details

Job Title:  
Safeguarding & Culture Administrator

Reporting to:  
Senior Leader

Employment Status:  
Term Time / Permanent

Job Location:  
Hartsdown Academy, Margate

Closing Date:  
4th February 12pm

Interviews:  
13th February

Start Date:  
As soon as possible

## The School

### Our Just Cause

At Hartsdown we are on a mission to provide an 'Education for an amazing life'. Every day, we embody our STRIVE values - Scholarship, Teamwork, Resilience, Integrity, Vision, and Excellence - we use these values to guide us. We ensure that, no matter what, we help our students to pursue their ambitions.

We are a school that places the individual needs of our students at the heart of every decision. This commitment shapes our culture, curriculum, pedagogy and decision making every day; ensuring that every member of our community has the opportunity to thrive and make a meaningful impact: locally, nationally, and globally.

Being part of the Hartsdown family means joining a mission to create a better and more peaceful world; one where education is about academic success, alongside developing compassionate, kind, purposeful individuals who are ready to make a difference in the world.

## Our Pillars

Academic Ambition	Opportunity	Culture
We challenge every student to achieve excellence through a rich curriculum, expert teaching, and a focus on curiosity, resilience, and continual progress. We give our students the keys to their next steps.	We provide all of our students with enriching experiences beyond the classroom that develop confidence, character, leadership, and real-world readiness.	Our culture is built on strong relationships, kindness, and care. Our students matter and our actions reflect this. Our high expectations and strong routines help every student succeed.
Outcomes / Progress Teaching & Learning Curriculum 6th Form GCSE / Vocational MYP Destinations	Student Leadership The Arts / Drama Sport House activities Careers Trips Enrichment	Hartsdown Culture - Relationships STRIVE Values Safeguarding SEN Routines High Expectations Celebration Attendance





# ➤ Safeguarding & Culture Administrator

## The Role

To provide high-level administrative support to the Designated Safeguarding Lead (DSL) and the Assistant Headteacher for Culture. You will be the "engine room" of the safeguarding office, ensuring that concerns are triaged efficiently, external agencies are contacted promptly, and all statutory documentation regarding student behaviour and safety is maintained to the highest standard.

## The Team

The administrative support team at Hartsdown is a friendly, supportive team who work closely to meet the varying administrative needs of the school.

The team is committed to supporting the whole school community; students, parents/carers, governors and staff.

## The Package

The successful candidate will work full time 37 hours per week Monday to Friday during term time only.

Salary: Grade 7 £28,703 FTE pro rata to £24,908

Pension: Local Government Pension Scheme

## Benefits

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust

## Key Responsibilities and Duties

1. Safeguarding Triage & Coordination
  - Monitor the school's safeguarding software and triage incoming alerts, escalating urgent risks immediately to the DSL.
  - Act as a primary point of contact for Social Workers, Police, and Health Professionals; booking meetings, requesting updates, and sharing information securely.
  - Assist the DSL in drafting and submitting high-quality referrals to all other Multi-Agencies.
  - Assist the DSL in writing reports for external agencies.



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## 2. Behaviour & Suspension Administration

- Manage the end-to-end administration of fixed-term suspensions, including generating legal notification letters, updating the school system, and notifying the Local Authority.
- Coordinate the paperwork and logistics for students attending satellite educational provisions, ensuring parents/carers are informed and safeguarding checks are current.
- Prepare packs for reintegration meetings to ensure staff have the necessary data to support a student's return to class.

## 3. Communication & Records

- Manage the Safeguarding Inbox, responding to routine queries from parents and external partners while maintaining strict confidentiality.
- Coordinate and clerk Core Groups, Child Protection meetings, and CIN meetings, ensuring minutes are distributed within statutory timeframes.
- Pull weekly and termly data reports on behaviour trends and safeguarding categories to assist the DSL in reporting to the Headteacher and Governors.
- Ensure that all files from previous schools are collected and documented on our systems.
- Ensure all confidential files are sent to new schools/colleges and In year admission files are documented
- Ensure that all files on students are chronologised and recorded on the safeguarding system.



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## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Attribute	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> <li>• GCSE Grade A*-C (or 4-9) in English and Maths</li> <li>• Evidence of continuous professional development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 3 in Business Administration (or equivalent)</li> <li>• DSL training</li> <li>• Training in Minute Taking</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working in an administrative environment</li> <li>• Previous experience working within a school or educational setting</li> <li>• Experience handling strictly confidential and sensitive data</li> <li>• Experience taking accurate minutes in formal meetings</li> <li>• Experience managing complex filing systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using school management information systems (e.g., SIMS) or Safeguarding software (e.g., Provision mapping )</li> <li>• Experience dealing with external agencies (Social Care, Police, Local Authority)</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• High-level IT skills: Proficiency in Microsoft Office (Word, Excel, Outlook) and the ability to learn new software quickly</li> <li>• Written Communication: Ability to draft professional letters and referrals with high grammatical accuracy</li> <li>• Triage Skills: Ability to filter information, spot urgency, and prioritize tasks without constant supervision</li> <li>• Data Management: Ability to produce accurate data reports and identify trends</li> <li>• Understanding of GDPR and Data Protection laws</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Keeping Children Safe in Education (KCSIE) statutory guidance</li> <li>• Understanding of the statutory regulations regarding school suspensions and exclusions</li> <li>• Knowledge of the "Early Help" process and multi-agency working</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Emotional Resilience: The ability to read/hear distressing information regarding child welfare and remain professional and focused</li> <li>• Discretion: Absolute commitment to confidentiality and integrity</li> <li>• Thoroughness: Meticulous attention to detail</li> <li>• Communication: A calm, professional, and assertive telephone manner when dealing with parents and external professionals</li> <li>• Proactive, self-motivated, and able to keep the office running smoothly during crises</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>• A commitment to the protection and safeguarding of children</li> </ul>	





Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy, Newington Community Primary School and Cliftonville Primary & Pre-School, is a proud member of the Coastal Academies Trust, a family of schools committed to raising aspirations, transforming outcomes and lives across Thanet.

Being part of CAT gives our students and staff access to exceptional collaboration, shared expertise, and a strong culture of mutual support. Through trust-wide professional development, joint curriculum innovation, and a collective drive for excellence, we benefit from the strength of working together to ensure every young person thrives.



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