

All Saints’ Voluntary Catholic Academy

Broomhill Lane | Mansfield | Nottinghamshire | NG19 6BW

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| **Job description****Post: Safeguarding Administrator/Coordinator****Hours and Basis:** 37 hours per week, term time only**Salary:** Scale 3 **Accountable to:** Designated Safeguarding Lead (DSL) / Assistant headteacher– Safeguarding |

**PRINCIPAL ACCOUNTABILITES:**

**JOB PURPOSE:**

* To support the Safeguarding Team with administration and co-ordination of safeguarding and child protection matters arising at the School, under the direction of the Designated Safeguarding Lead/s.
* To promote the safeguarding and the welfare of students.
* To encourage and build a strong culture of Safeguarding at All Saints’ Academy

**Administrative Duties:**

* To perform a wide range of administrative tasks having due regard to confidentiality and safeguarding.
* To create and manipulate information relating to students or any other service requirement and this may include producing pre-defined reports.
* To use CPOMS reporting facility and SIMs.net our MIS system, to meet operational needs and to ensure the high quality of information held.
* To provide an efficient and friendly service to students and their parent/carers.
* To provide an efficient, customer service led, experience.

**Safeguarding Duties:**

**1. To be responsible for, under the direction of the Safeguarding Manager and DSL, the administration and co-ordination of all safeguarding and child protection matters arising at All Saints’ School.**

To ensure good communication between families, other professionals, and the school.

* + To attend multiagency meetings to represent the School as directed
	+ To ensure good communication between families, other professionals, and the school.
	+ To liaise regularly with outside agencies
	+ To assist in ensuring that the School fulfils our statutory responsibilities to vulnerable students in relation to child protection and safeguarding. Referring cases of suspected abuse to Children’s Social Care and other agencies such as the Police and supporting staff who make referrals to Children’s Social Care. Directing staff what action to take when safeguarding concerns arise e.g. directing them to make referrals to the local authority/police.
	+ To initiate the Local Authority escalation process where it is felt that the appropriate action is not being taken by other agencies to safeguard children. This involves liaising with managers and senior managers as required to ensure that timely action is taken
	+ When a student leaves The School to transfer the safeguarding file to the new setting. This is to be transferred separately from the main file. When a new student starts All Saints’ School to liaise with previous school or schools to trace any previous safeguarding files or other relevant information.
	+ To review safeguarding files and to review actions taken by staff in relation to safeguarding. This includes the regular update and management of CPOMS (or other safeguarding recording tool used by All Saints’ School).
	+ To take part in local authority audits/ peer reviews.

**2. To promote the safeguarding and welfare of students**

* Encourage multi agency working and aid the protection of vulnerable children.
* To liaise with Young Carers support to ensure these vulnerable children have support to enable them to achieve at school. To facilitate meetings between other outside agencies, students, and /or parents.
* To liaise regularly with colleagues and multi-agency teams, to develop a detailed knowledge of local services and resources and support effective partnership working. To keep up to date with local issues as well as national issues that may affect our students.
* To cover for the Pastoral Team, in particular regarding to safeguarding matters, in the event of staff absence.
* To take part in School and local initiatives which help promote the welfare of students, including the development of displays and the website pages at the School.

**3. To encourage and build culture of Safeguarding in All Saints’ School**

* To be available for staff to discuss any safeguarding concerns.
* To provide consistent and effective administrative support, advice and expertise to staff on safeguarding issues and when deciding whether to make a referral by liaising with relevant agencies.
* To liaise with primary schools, or other schools, where students have siblings to ensure that a fully informed referral can be made to Children’s Social Care
* To meet with DSL’s/ SENCOs/ Head Teacher of primary schools at time of transition, to help ensure that we are aware of any vulnerable students, not just those on a child protection plan
* Dealing with disclosures of a sensitive nature from students, parents and staff such as domestic violence or sexual abuse
* Supporting staff in meetings with other agencies when they have had to come into All Saints’ School.
* Meeting with parents and staff in relation to safeguarding. This can involve having to communicate potentially distressing information. Informing and advising parents where they are subject to referrals.

**Staff Development:**

* to take part in the School’s staff development programme
* to work as a member of a designated team and to contribute positively to the team ethos.

**Quality Assurance:**

* to contribute to the quality assurance procedures and policies of the School.

**Communications:**

* to communicate effectively with colleagues, the parents of students as appropriate
* where appropriate, to communicate and cooperate with persons or bodies outside of the school
* to follow agreed policies for communications in the School

**Management of Resources:**

* to contribute to the process of the ordering department supplies through the appropriate channels.

**General**

* Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
* Support the Catholic ethos of the Academy.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, GDPR, copyright etc. reporting all concerns to their line manager.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall aims of the Academy.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and professional development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* To work in collaboration with other Our Lady of Lourdes Academies, sharing good practice and supporting during time of absence and/or heavy workload.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager 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.

The School 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.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

All Saints’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.