



Job Description

JOB TITLE	Safeguarding Administrative Coordinator
JOB FAMILY	Education Strategy Team
SALARY GRADE	Pay Group 3
REPORTING TO	Learning and Development Team Leader

Job Purpose

- To provide administrative support to both the Safeguarding and Education Strategy Teams.
- To oversee the Trust Single Central Record, providing support to our schools and services.
- To be the main point of contact for the administration of the “Teams around TSAT” meetings, including regular reporting of the success and actions from these meetings.

Duties and Responsibilities

- General admin duties for the Education Strategy Team and the Safeguarding Team.
- Admin for safeguarding training, including for external users.
- Admin lead for the SCR and Safeguarding systems (SCR and Safeguard Record Manager).
- Onboarding of schools for SCR and Safeguarding (Smoothwall Record Manager).
- Oversight and monitoring of the SCR across the Trust to ensure compliance of schools and central teams.
- Undertake termly audits to ensure all staff and roles are correct on every SCR.
- Provide termly SCR compliance reports for the Governance Team.
- Prepare weekly safeguarding newsletters and termly EDT newsletters
- Monitoring the management of Online Safety resource area, usage and engagement for staff, parents and pupils.
- Work with Thinking Creative on the publication and promotion of the online safety resources.
- Responsibility for the design and maintenance of the Safeguarding Team intranet page.
- Co-ordination of the “Teams around TSAT” meetings across all Trust regions and minute as required.
- Proactive research into local external agencies, building positive relationships to enhance the benefit of “Teams around TSAT” across our regions.
- Collect data for Governance and Compliance Board Meetings in respect of Safeguarding, Attendance and Suspension from schools.



- Monitoring compliance of training requirements across the Trust notifying when refreshers are due (WSST, DSL, Safer Recruitment, Positive Handling).
- Communication with schools outside of the Trust that use our services, including monitoring compliance with training requirements and notifying when refreshers are due.
- Admin support for Quality Assurance visits in collaboration with the Education Strategy Team.
- Ad hoc support as required to support the Trust CPD Conference/MAT Meets.
- Organisation of both internal and external meetings, including booking venues, sending invitations.
- Monitoring of school's audits (SCR, Safeguarding and Attendance QAs) and escalating identified queries to Safeguarding Lead.
- Monitoring and triaging of Safeguarding Team mailbox.

Generic Duties relevant to all members of staff

Within the Trust, there are certain generic duties which are an expectation for all staff to adhere to and these include the following:

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims.

Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.
- Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead/ Headteacher.

Health and Safety

- Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Data Protection

- The Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

Sustainability

- The Trust is committed to improving sustainability, therefore where possible the reduction of paper use is encouraged.
- The Trust also encourages employees to make sustainable decisions to support our aim to improve sustainability.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust.
- Actively participate in the Trust Professional Growth cycle.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside of the Trust.
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity and work in line with the Dignity at Work framework.



The post holder will be required to comply with organisation's policies and procedures.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the position.
I understand and agree to the job description Safeguarding Administrative Coordinator.

Name:

Signed:

Date:



Personal Specification

	E	D
Personal		
Excellent skills in Microsoft Office programmes including Excel, Word and Power point;	x	
Exceptional organisational skills	x	
Be an approachable, personable and flexible individual	x	
Have a good telephone manner	x	
Have an ability to problem solve and use own initiatives	x	
Excellent literacy and numeracy skills	x	
Professional Experience		
Experience of working within a school		x
Experience within a PA capacity		x
Knowledge, Skills and Aptitude		
Demonstrate patience when working with the team and the schools	x	