

Safeguarding Officer

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role</p>	<p>Job Title: Safeguarding Officer</p> <p>Department: Pastoral / Administration</p> <p>Location: De Parys Avenue, Bedford</p> <p>Reporting Line: Deputy Head Pastoral (US) and Assistant Head Pastoral (PS)</p> <p>Hours: Term time +6 weeks</p> <p>Role Summary:</p> <p>The Safeguarding Officer provides flexible, high-quality support to the Designated Safeguarding Lead (DSL), helping to ensure a strong safeguarding culture across the school. The role involves monitoring and actioning response to CPOMS and Smoothwall alerts, supporting with maintaining accurate and confidential records, and supporting safeguarding processes in line with school policies.</p> <p>The postholder will also support compliance with statutory requirements, including Keeping Children Safe in Education and the Independent Schools Inspectorate Framework and lead the administration of attendance in collaboration with the DSL and reception team, ensuring effective monitoring and response.</p> <p>This role requires excellent organisation, strong IT skills and experience using or willingness to learn safeguarding systems including CPOMS and Smoothwall, attention to detail, and a clear commitment to safeguarding and promoting the welfare of pupils.</p>
<p>Main duties and responsibilities</p>	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>Your Professional Duties</p> <p>You are expected to act in accordance with the aims, policies and administrative procedures of the School.</p> <p>The following duties shall be deemed to be included in the professional duties which you will be required to perform:</p> <p>Specific Duties and Responsibilities</p> <p>The main duties and responsibilities of the Safeguarding Officer are as follows (this list is not exhaustive):</p>

- **Support the DSL:**
 - Provide day to day administrative support for the DSL in managing safeguarding and child protection issues within the school including safeguarding record management and transfer.
 - Prepare reports, documents, presentations, and correspondence in relation to safeguarding incidents.
 - Liaise with Admissions regarding safeguarding information for new pupils.
 - Monitor and follow up Smoothwall and CPOMS alerts, ensuring concerns are escalated and recorded appropriately.

- **Pastoral support:**
 - Track key student data and highlight concerns or trends to pastoral leaders.
 - Maintain behaviour management processes, including records for serious sanctions and disciplinary procedures.
 - Facilitate and document pastoral interventions, reintegration plans, and wellbeing initiatives.
 - Assist pastoral staff in supporting vulnerable pupils including managing referrals to external agencies and attending pupil meetings/interviews as required.
 - Liaise with parents to arrange pastoral meetings for the DSL.
 - Act as a key point of contact for pastoral enquiries (email, telephone and in person), responding appropriately while maintaining full confidentiality.

- **Support the Attendance Champion:**
 - Support the administration, monitoring, analysis and effective response to matters related to school attendance.
 - Liaise with Pastoral and Admissions colleagues to inform intervention when a pupil's attendance falls below key threshold including UKVI for international pupils.

- **Dealing with concerns:**
 - Act as an initial point of contact for safeguarding notifications.
 - Provide timely responses to ensure students are kept safe from harm.

- **Maintain Records:**
 - Provide detailed support for the DSL in the use of CPOMS to keep accurate, confidential, and up-to-date records of all safeguarding concerns and actions taken.
 - Analysis of safeguarding data to help identify and respond to any trends as well as informing statutory reports including reporting to Governors.

- **Training and Development:**
 - Support the DSL in ensuring that safeguarding training is delivered to all staff by organising sessions and maintaining accurate and up to date records.
 - Liaise with Human Resources to co-ordinate safeguarding training for new colleagues.

- **Compliance and Policy:**
 - Provide excellent administrative support for the writing of policies.
 - Have knowledge and understanding of the importance of compliance with relevant statutory documents and regulations.

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Safeguarding Officer

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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	A Level education (or equivalent)	Relevant qualifications or training in safeguarding, child protection, education, or a related field.	<i>Certificates</i>
Experience	Proven administrative experience	Experience of working in a safeguarding, child protection, education, or mental health setting.	<i>Application form and references</i>
Skills and Knowledge	<p>Excellent communication and interpersonal skills.</p> <p>Strong IT skills to maintain accurate records and support attendance monitoring.</p> <p>Highly organised with strong attention to detail, supporting record-keeping, training administration, and safeguarding processes.</p> <p>Ability to work collaboratively and flexibly in a fast-paced environment.</p> <p>Clear understanding of confidentiality and data protection in safeguarding contexts.</p>	<p>Knowledge of statutory safeguarding guidance (e.g. KCSIE) and attendance frameworks.</p> <p>Experience contributing to policy writing or compliance processes.</p>	<i>Application form references, written task and interview</i>
Commitment & Personal qualities	<p>A genuine commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Professional, reliable, and able to maintain discretion and confidentiality at all times.</p>	Commitment to ongoing professional development in safeguarding and child protection.	<i>Application form references, written task and interview</i>