



# Queen Katharine Academy



## Queen Katharine Academy

Application Information Pack

## Safeguarding Administrator



Working together to transform lives through education



## Principal's Welcome

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Dear Applicant,

Thank you for your interest in joining Queen Katharine Academy (QKA). I am delighted to introduce myself as the new Principal and to welcome you to a school celebrated for its vibrant and diverse community.

At QKA, both students and staff thrive in an inclusive and supportive environment, making our academy a truly exceptional place to work and learn.

Our commitment to academic excellence, character development, and a positive school culture is at the heart of everything we do. Guided by our core values — **Respect, Ambition, and Responsibility** — we aim to foster a collaborative and aspirational workplace where every colleague is valued and empowered to reach their full potential. Whether you are starting your career or bring a wealth of experience, you will find a culture that supports professional growth, innovation, and a shared dedication to continuous improvement.

Queen Katharine Academy is proud to be part of Thomas Deacon Education Trust (TDET), a forward-thinking network of academies dedicated to collaboration and educational excellence. As a member of TDET, our staff benefit from shared expertise, resources, and opportunities for professional development within a supportive and progressive network.

With over 20 years of experience in education, including senior leadership roles across a variety of schools, I know how vital a nurturing and ambitious staff culture is for student and school success. At QKA, I am dedicated to building on our strong foundations and working closely with colleagues to create an environment where staff are valued, supported, and empowered—so that together, we can ensure every student is supported, challenged, and inspired.

We are proud of the progress our academy community continues to make and excited about the opportunities ahead. If you are seeking a rewarding, dynamic, and supportive environment where you can grow your career and make a real difference, I encourage you to apply to join our dedicated team.

Thank you for considering Queen Katharine Academy as the next step in your professional journey.

Yours sincerely,

Mr. M. Taylor | Principal



## Job Description

<b>Job Title</b>	Safeguarding Administrator
<b>Reports to</b>	Safeguarding Manager
<b>Salary/Grade</b>	Pathway 3, Point 9-13
<b>Date Last Evaluated</b>	March 2026
<b>Core Purpose</b>	To support the safeguarding team in relation to the wider safeguarding support of students including online safety – monitoring and filtering.

## Key Responsibilities

### Safeguarding

- Monitor and triage emails in the contact safeguarding inbox
- Monitor and triage MyConcern logs
- Monitor and report attendance for children open to CSC
- Gather and record the voice of the child for safeguarding records
- Lead on the online monitoring and filtering systems, recording all logs and following up with students as appropriate

### Administration

- Co-ordinating key daily calendar of the safeguarding team in relation to work with external agencies and timeframes around submissions and return of information
- Support with ensuring that all information and chronologies related to safeguarding are up to date including liaising with external agencies and key workers to ensure that any plans, case notes, closures and correspondence are up to date on MyConcern
- Provide administration support to the DSL/DDSL
- Assist with the transfer of information related to safeguarding files for new starters and leavers
- Ensure staff have access to relevant safeguarding information – updating safeguarding posters and notice boards, uploading documents to MyConcern
- Liaise with key staff to arrange new staff starters inductions for safeguarding training
- Provide duty support over lunchtimes



### **School Ethos & Community**

- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.
- Maintain an environment which feels safe and enables students to report any concerns
- Handle sensitive matters discretely and confidentially at all times.
- Undertake any other reasonable duties deemed appropriate to the role.

## **General Responsibilities**

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- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

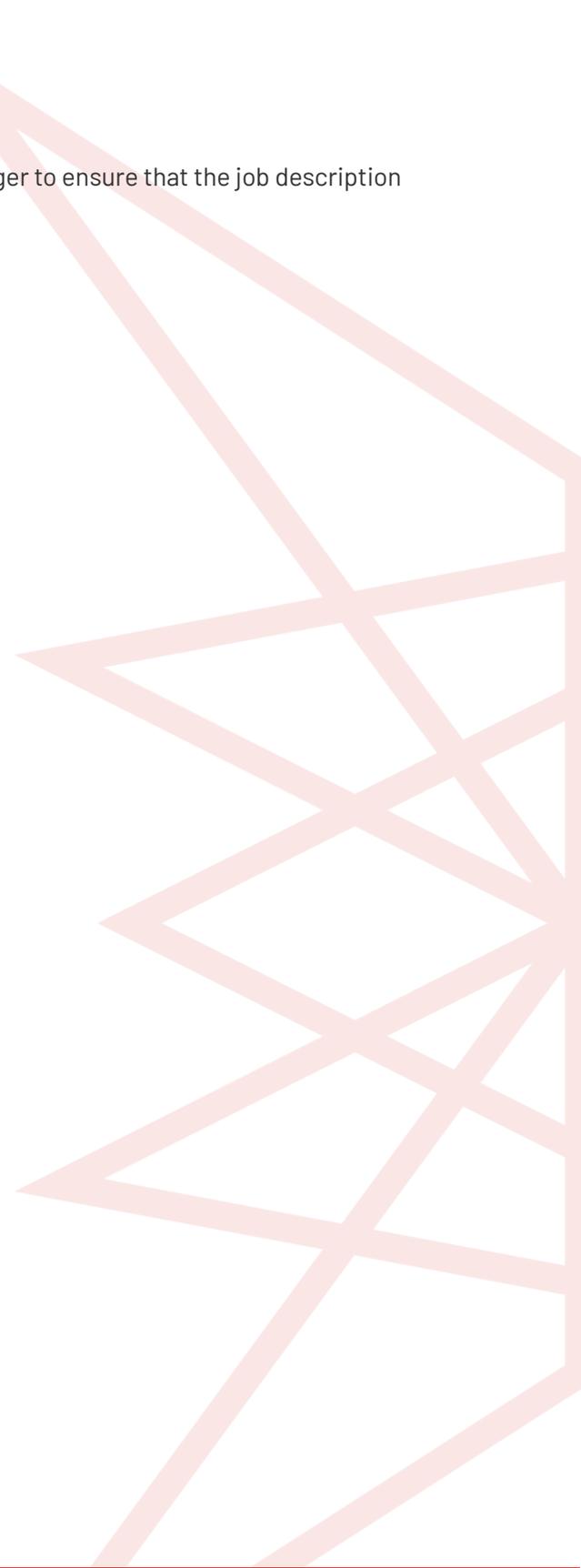
**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**



Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.





## Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
GCSE in Maths and English A*-C (or equivalent)	E	A
<b>Knowledge &amp; Understanding</b>		
Understanding of the principle of good customer care practices and how they relate working with students, staff, parents, visitors and other contacts	E	A/I
Knowledge / Experience of completion of formal applications and documentation.	D	A/I
Knowledge of project management and multi-organisation working.	D	A/I
Have practical knowledge of a wide range of the IT packages including Microsoft	E	A/I
<b>Skills &amp; Abilities</b>		
Ability to work collaboratively with staff and independently on tasks	E	A/I
Good command of formal English	E	A/I
To be resilient and show initiative when faced with challenges	E	I
To show a willingness and interest in developing skills, knowledge and understanding to work effectively with a range of international organisations	E	A/I
Ability to use ICT effectively and appropriately, with high levels of accuracy	E	A/I
Ability to ensure tasks are seen through to completion, ensuring all stakeholders are kept up-to-date with progress	E	A/I
Ability to communicate appropriately at all levels within the Academy, and with parents, visitors and external organisations	E	A/I
<b>Experience</b>		
Working in a fast paced office environment	E	A/I
Working with international / official organisations	D	A/I
Working in a school environment	D	A/I
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A



Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

**Assessment methods**

A - Application  
R - References

I - Interview

T - Task/Activity

L - Lesson Observation





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