

Newlands Girls' School



JOB ACCOUNTABILITIES

Name:	
Salary Scale: Scale 5 Points 12-17	Job Title: Deputy Designated Safeguarding Lead (non-teaching)
Hours per Week: 25 hours per week + 2 INSET days	Salary: FTE: £30,743 - £33,349 pay-rise pending Actual: £17,815 - £19,325 pay-rise pending

JOB PURPOSE

The main responsibility of the post is to provide an efficient and effective administrative support.

SCOPE OF JOB (Budgetary/resource control, impact)

Works collaboratively with, and supports, students, parents & carers, staff and external agency professionals. Operates in a busy environment and required to juggle conflicting priorities. Will have access to sensitive and confidential information, which must be dealt with discretely. Provides administrative support.

POSITION WITHIN UNIT STRUCTURE

Reports to the Designated Safeguarding Lead.
Works with the DSL, Safeguarding team and pastoral staff on a day-to-day basis.

KNOWLEDGE, SKILLS & EXPERIENCE

Experience of working with young people and/or knowledge of safeguarding desirable.
Competent IT Skills, proficient in Microsoft Office, and able to operate software at an intermediate/advanced level.
Able to learn the use of CPOMS, Smoothwall and Arbor.
Must be self-motivated, flexible and able to adapt to ever-changing circumstances.
Able to relate and clearly communicate with students, parents and carers, colleagues and external professionals in a calm and sympathetic manner.
Must possess excellent communication skills.
Be able to give attention to detail and have excellent organisational skills.
Ability to work as part of a team.

JOB ACCOUNTABILITIES

- Under the direction of the DSL, manage Safeguarding concerns within the school.
- Respond in person to concerns raised by staff, students and parents.
- Attend safeguarding meetings for students and keep detailed notes.
- Co-ordinate meetings and visits by external agencies.
- Co-ordinate the transfer of safeguarding information for students joining and leaving the school.
- Maintain safeguarding records, evidence files and monitoring logs.

- Monitor and respond to alerts from Smoothwall, the school's filtering and monitoring system.
- Work collaboratively with teaching staff, the Student Focus Centre team and staff with pastoral responsibilities.
- Undertake administrative tasks as directed by the DSL.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious, report to Line Manager immediately.

Person Specification

Key Criteria	Essential	Desirable	How measured
Competence Summary (knowledge, skills, abilities and experience).	Qualifications: 5 good GCSEs including English and Mathematics at C or above (or equivalent). Excellent planning and organisational skills.	Experience of using Arbor modules, Word and Excel. Experience of working in a school, ideally within a pastoral team. Knowledge and experience of safeguarding	Exam Certificates Professional references/ Interview tasks. Professional references. Interview tasks.
Other Requirements	High level of interpersonal skills. IT Skills. Experience of working in a school or education environment. Ability to work as part of a team. Experience of working in a pressurised environment with competing deadlines. Eligible to work in the UK. DBS Checked.		Interview Interview tasks. Interview/Professional references. Professional references. Professional references. Passport/Birth Certificate/ Visa Online DBS completed in school after interview stage.
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

Every job description will be subject to review on an annual basis, or

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Post holder's signature _____ Name _____ Date _____

Line Manager's signature _____ Name _____ Date _____