



Part A - Grade & Structure Information

Job Family Code	5BF	Role Title	Safeguarding and Inclusion Administrator
Grade	P4	Reports to (role title)	Designated Safeguarding Lead, SENDCo, Inclusion Lead
JE Band	161-191	School	THPT
		Date Role Profile created	July 2026

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

<p>Role Purpose including key outputs</p>	<p>Working with the SENCO to:</p> <ul style="list-style-type: none"> ○ Provide administrative and classroom support for the Inclusion Department. ○ Carry out tasks identified by the SENCo which are likely to include: <ol style="list-style-type: none"> 1. EHCP annual review administration – liaison with professionals and parents/carers, completion of paperwork prior to, during and after the annual review as directed by the SENCo. 2. External professionals – setting up meetings for staff and/or students, organising timetables for interventions, sharing and filing reports and resources 3. Filing – including student files both current and archived, Multi Professional Team (MPT) reports, One Page Profile management, annual review listing, mailing to MPT, answering the phone and taking messages, filing confidential documents, compiling lists from SIMS, ringing parents/carers to arrange meetings/check paperwork, arrange annual reviews. 4. Resource management – distributing mail, One Page Profiles, memos and student information to identified members of staff, keeping confidential information up to date including the correct disposal of out of date documentation, preparing folders for meetings, taking and typing up minutes of meetings, photocopying student resources, photocopying resources from meetings attended by the Head of Inclusion. 5. Displays – keeping displays up to date and relevant, updating staffroom display.
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	<ol style="list-style-type: none"> 6. PC Data Inputting – achievement and behaviour log on SIMS, student support log on SIMS in SEN documents, minutes of meetings, access arrangements documentation. 7. Liaison with faculty and support staff – minutes from meetings, preparing SEN link files, daily administrative requirements for programmes run by the Inclusion Department including ensuring equipment is managed effectively and reporting problems to relevant faculties. 8. Any other reasonable activities to support events within the faculty or whole school. <ul style="list-style-type: none"> o Working with the Designated Safeguarding Lead (DSL) to: <ul style="list-style-type: none"> o Manage and monitor the running of MyConcern including triaging cases o Provide feedback to the safeguarding team as required regarding student/pupil welfare and wellbeing. o Maintain records pertaining to individual students/pupils both past and present. Liaise with other professionals in the safe transfer or storage of safeguarding records. o Ensure that records of safeguarding referrals and meetings are up to date. o Liaise with outside agencies and parents to fully support students you are supporting; this will include contacting and liaising closely with outside agencies, producing written reports and attending meetings. o Work closely with the Inclusion and year teams on early identification of students/pupils with safeguarding concerns. o Lead/contribute to child strategy meetings, multi-agency meetings, child in need and child protection conferences. o Support DSL to annually update and amend safeguarding policies.
THPT Work Context and Generic Responsibilities	<p>Maintain confidentiality in and outside of the workplace</p> <p>Be pro-active in matters relating to health and safety and report accidents as required</p> <p>Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance</p> <p>Uphold and support the School’s Policies and procedures on the Safeguarding of young people</p>
Line management responsibility if applicable	n/a
Budget responsibility if applicable	n/a
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation <ul style="list-style-type: none"> • Ensure information and records are processed and stored to agreed procedures.

	<ul style="list-style-type: none"> • Assist in providing and manipulating basic data for statistical and other reports. May run and present standard reports. • Prepare and despatch a range of standard correspondence /documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity. <p>Service Delivery</p> <ul style="list-style-type: none"> • Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. • Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Support a group of senior staff, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation. • Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Follow established ordering procedures to ensure adequate resources are available to meet work requirements. <p>Work with others</p> <ul style="list-style-type: none"> • Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the work unit. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Minimum 3 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level. • Familiar with one or more of the specific processes used in business, communication, financial or HR administration. • Ability to apply relevant health and safety, equality and diversity, and other county/service policies and procedures. • Competent in a range of IT tools. • Ability to work with others to achieve objectives and provide excellent customer service. • Good written and oral communication skills with the ability to build sound relationships with staff and customers. • Ability to prioritise and plan own workload in the context of conflicting priorities. • Experience of working in a busy office environment.

<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
<p>Role Summary</p>	<p>Roles at this level provide a business support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. They may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office. Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Where this is the case, customer service may be the predominant feature.</p>