

Learn. Grow. Achieve. Flourish.

'I instruct you in the way of wisdom and lead you along straight paths.' Proverbs 4:11

Love. Respect. Peace. Wisdom. Responsibility. Honesty. Forgiveness. Resilience. Perseverance.

Inclusion and Safeguarding Officer Candidate Pack

St Mary's Church of England Primary School



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Contract: Full time and Fixed Term

Start Date: September 2026

Salary, dependent on qualifications and experience: L5, SCP 13-SCP 23 pro rata (£30,160-£35,530)

We are a thriving 3 form entry primary school with a nursery, located near Slough town centre and close to Datchet, Eton and Windsor. If you are interested in supporting children with their learning and want to be part of a great team, then St Mary's is the place for you.

Do you thrive in a role where every day is different? We are seeking a motivated and empathetic professional to support safeguarding, SEND and pastoral work across the school. You will work closely with the Headteacher, DSL and SENDCO, coordinate parental complaints, and deliver meaningful 1:1 ELSA sessions to help pupils flourish.

This role would suit someone with excellent communication skills, strong organisation and a genuine desire to make a difference.

We are looking for someone who:

- Is discreet and able to maintain confidentiality.
- Has knowledge of safeguarding frameworks and processes.
- Has strong organisational and IT skills.
- Can assess risk.
- Has a patient and encouraging approach.
- Has a passion for supporting teaching and learning.
- Can work as part of a team and is very flexible.

In return, we can offer you:

- Excellent support and training from senior leaders.
- A positive, friendly and resource-rich learning environment.
- Excellent professional development and career opportunities.
- An inclusive school which thrives on equality and diversity.
- ELSA training from educational psychologists on aspects of emotional literacy including emotional awareness, emotional regulation, self-esteem and resilience, social and friendship skills, loss, bereavement and family break-up.
- ELSAs supervision from educational psychologists once every half term in a local group.
- A caring ethos with support from dedicated ELSA lead, leadership team and colleagues.

To arrange a visit or for any other information or questions, please contact our HR Manager Mrs. L. Brown.

- Email: HR@stmarys.slough.sch.uk
- Telephone: 01753 534791.
- An application form is available on the school website: [Home - St Mary's Church of England Primary School](#) About Us, Vacancies.

Please return your completed application form to Mrs. L. Brown at HR email address. CVs will not be considered.

- **Closing date:** Appointment of a Suitable Candidate

St Mary's CE Primary School is committed to promoting equality. We are also committed to safeguarding and promoting the welfare and safety of all our pupils. We expect all staff and volunteers to share this commitment.

The successful candidate will be subject to a successful and enhanced DBS (CRB) clearance, and reference check.

Inclusion and Safeguarding Officer Candidate Pack

Job Description

- Job Title: Inclusion and Safeguarding Officer
- Reporting to: Headteacher
- Location: St Mary's C.E. Primary School, Yew Tree Road, Slough, SL1 2AR
- Hours of work: Monday to Friday, term time only.

Purpose of the Role

To provide high-quality administrative, pastoral and safeguarding support across the school, working closely with the Designated Safeguarding Lead (DSL), SENDCO and senior leaders. The role combines safeguarding administration, parental liaison and complaints coordination, SEND administrative support, and afternoon ELSA provision for identified pupils.

Key Responsibilities

1. Safeguarding & Pastoral Administration (Working with the DSL)

- Support the DSL with day-to-day safeguarding administration, ensuring accurate and timely record-keeping.
- Manage and maintain CPOMS entries, ensuring actions, outcomes and follow-up tasks are recorded clearly.
- Liaise with parents as directed by the DSL, including arranging meetings, supporting conversations and documenting outcomes.
- Prepare safeguarding paperwork, reports and meeting notes as required.
- Assist with multi-agency communication and coordination, ensuring information is shared appropriately and securely.

2. Parental Complaints Coordination (Working with the Headteacher)

- Act as the first point of contact for parental complaints, ensuring concerns are acknowledged promptly and handled in line with the school's complaints policy.
- Investigate complaints by gathering information, speaking with relevant staff, and compiling clear summaries of findings.
- Draft documentation for review by senior leaders: reports and minutes.
- Coordinate the complaints process, including scheduling meetings, tracking timelines and ensuring procedural compliance.
- Draft responses to parents for review by senior leaders, ensuring communication is professional, accurate and empathetic.
- Maintain a confidential log of complaints, outcomes and actions taken.

3. SEND Administration & Parent Liaison (Working with the SENDCO)

- Support the SENDCO with administrative tasks including scheduling annual reviews, parent meetings and external agency appointments.
- Prepare documentation for SEND meetings, including pupil profiles, reports and minutes.
- Communicate with parents of pupils with SEND, ensuring they are kept informed and supported.
- Maintain SEND records and contribute to the organisation of the SEND provision map.
- Assist with coordination of interventions and tracking of pupil support.

4. Afternoon ELSA Provision (1:1 Support)

- Deliver ELSA sessions to identified pupils on a 1:1 basis each afternoon, following agreed programmes and emotional-literacy objectives.
- Build positive, trusting relationships with pupils to support their emotional wellbeing.
- Monitor and record progress, feeding back to the SENDCO, DSL and class teachers as appropriate.
- Prepare resources and maintain a calm, supportive environment for ELSA work.
- Contribute to wider pastoral support across the school where needed.

General Duties

- Always uphold confidentiality and data-protection requirements.
- Work collaboratively with all staff to promote a safe, inclusive and supportive school environment.
- Undertake relevant training, including safeguarding, ELSA supervision and SEND updates.
- Carry out any other duties reasonably requested by the Headteacher.

Note: This job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the senior leadership team and the post holder.

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Person Specification

Key Criteria	Essential	Desirable
Qualifications And Training	<p>Strong academic record including maths and written English GCSE Grade C (or equivalent). (Please include this information on your application).</p> <p>Numerate. IT proficient.</p> <p>Training or experience in appropriate areas, e.g.</p> <ul style="list-style-type: none"> • Safeguarding • SEND department • Primary national curriculum 	<ul style="list-style-type: none"> • NVQ Level 3 teaching assistance or equivalent qualification or above. • First aid training. • Fluency in another community language.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Experience of supporting children within the EYFS, Key Stage 1 or Key Stage 2 departments in a school/nursery setting. • Able to plan and deal with conflicting priorities in organising own work schedule. • Able to use school ICT systems to support learning and perform a range of administrative tasks. • Able to use other equipment, e.g. video recorder, photocopier and relevant specialist equipment. • Able to undertake a range of administrative procedures. • Able to relate to and communicate well with children and adults and respond sensitively and flexibly to competing demands. • Able to deliver educational work programmes, evaluate and implement strategies to enhance learning. 	<ul style="list-style-type: none"> • ELSA qualification (or willingness to train). • Experience supporting a DSL or working within safeguarding. • Experience supporting SEND provision or working with a SENDCO. • Knowledge of multi-agency working and referral processes. • Training in behaviour support, mental health, or trauma informed practice. • Experience coordinating complaints or working with parents in challenging situations.
Work-related Personal Requirements	<ul style="list-style-type: none"> • Experience working with children in a school or safeguarding-related setting. • Strong understanding of safeguarding principles and child protection procedures. • Ability to maintain accurate, confidential records. • Excellent communication skills with children, staff, and parents. • Strong organisational and administrative skills. • Ability to remain calm, professional, and solution-focused under pressure. • Ability to work collaboratively as part of a multi-disciplinary team. • High level of emotional resilience and the ability to manage sensitive situations. 	<ul style="list-style-type: none"> • Ability and experience of communicating with parents within school or nursery context. • Skills and interests that could help enrich children's learning e.g. Modern foreign language, cooking, gardening, playing a musical instrument, leading choir, leading a club etc.
Other Work Requirements	<ul style="list-style-type: none"> • Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities. 	<ul style="list-style-type: none"> • Driving licence - able to drive a minibus.