



THE  
**ROBERT  
NAPIER**  
SCHOOL

# **Lead Safeguarding Administration Officer**

**Candidate Application Pack – August 2026**

A **Beyond** ACADEMY  
SCHOOLS TRUST

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## Message from Jenny Tomkins, Headteacher

Welcome and thank you for your interest in the role of **Lead Safeguarding Administration Officer** here at The Robert Napier School, part of the Beyond Schools Trust.

At The Robert Napier School, raising aspirations sits at the heart of our success. We are committed to developing the whole child — academically, personally and socially — so that every young person leaves us fully prepared for life beyond school. Our ethos, *Learning Today, Beyond Tomorrow*, reflects our belief in excellence, opportunity and long-term ambition for every student.

What truly defines us, however, is our strong, happy and collective community. There is a warmth and sense of belonging here that visitors consistently comment upon. They notice the positive relationships between staff and students, the calm and purposeful atmosphere, and the genuine pride our young people have in their school. We work hard, we support one another, and we celebrate success together. That shared moral purpose is what makes our school such a special place to be.

We are proud of our dedicated and committed staff team, who bring energy, care and professionalism to their roles each day. Together, we have built a culture rooted in high expectations, trust and mutual respect — a culture where both students and staff are supported to grow and succeed.

**Our Safeguarding Team pride themselves on providing high-quality, timely and compassionate support to every student.** The Robert Napier School is a complex and diverse community, and we recognise that for some of our young people, school represents far more than a place to learn. The adults around them can be the consistent, trusted and supportive presence that enables them to feel safe, valued and able to flourish.

For us, safeguarding is therefore not simply a process or a set of procedures; it is a fundamental part of our moral purpose. Our moral compass must sit at the heart of every decision we make. We have high expectations of ourselves as adults because we understand the difference that consistent, caring and courageous professional practice can make to a young person's life. Every interaction matters, and the quality of the relationships we build with our students is central to helping them reach their potential.

This is particularly important in the role of **Lead Safeguarding Administration Officer**. You will become an integral member of our safeguarding team, providing the organisation, accuracy and timely administration that underpins effective safeguarding practice across the school. You will work directly alongside our **Designated Safeguarding Lead (DSL)**, who is an active Assistant Headteacher with strategic responsibility for both safeguarding and attendance. This provides the successful candidate with the opportunity to gain a strong understanding of safeguarding leadership within a complex secondary school and to play a key role in ensuring that our systems, processes and responses remain effective, timely and child centred.



Importantly, this role also has a significant focus on our **looked-after children**. You will work closely with our two **Designated Leads for Looked-After Children (DLACs)**, supporting the school in ensuring that our looked-after children receive the care, oversight and advocacy they deserve. This is an area of enormous importance to us. Our looked-after children are some of the young people who can benefit most from having committed adults around them who understand their circumstances, champion their needs and ensure that their voice is heard.

For the right candidate, there may also be an opportunity to develop professionally within the safeguarding team and take on responsibilities as a **Deputy Designated Safeguarding Lead (DDSL)**. This would provide an exciting opportunity for someone who is ambitious to develop their safeguarding knowledge, leadership skills and professional practice, while working closely with an experienced DSL and wider safeguarding and senior leadership team.

For us, this role is about much more than administration. It is about being part of a team that makes a genuine difference to the lives of young people. You will work within a community where the needs of our students can be complex, where no two days are the same, and where the work you do genuinely matters. We are looking for someone who understands the importance of detail and confidentiality, but who also brings warmth, resilience, sound judgement and a genuine commitment to improving the lives of children and young people.

For the right candidate, this is an opportunity to join a highly committed safeguarding team, contribute to the continued development of our practice and potentially grow into a wider safeguarding leadership role. You will be supported, challenged and encouraged to develop while making a tangible contribution to the safety, wellbeing and future success of our students.

More broadly, the school remains on a significant journey of improvement, and the recruitment of highly competent, committed professionals is central to our continued success. Following a period of rigorous review, strategic change and improving outcomes, we are well positioned to continue building momentum. We are ambitious for our school and recognise that securing the right people, with the right expertise, values and commitment, is fundamental to sustaining and accelerating this progress. It is both a privilege and a responsibility to lead this vibrant and historic community school into its next phase of growth.

I strongly encourage you to visit us and experience first-hand the positivity, ambition and sense of community that make The Robert Napier School such a special place to work and learn. I am more than happy to meet and discuss the role with potential candidates. Should you wish to arrange a visit or have any further enquiries, please do not hesitate to get in touch using the contact details provided in this pack.

**Jenny Tomkins**  
Headteacher



## About The Robert Napier School



***Learning Today – Beyond Tomorrow*** sets the tone for our seven-year learning journey. We seek to engender the school values of **Kindness, Respect, Courage, Resilience, Responsibility, and Fairness** in all our students' behaviours, ensuring they are ready to contribute positively to their community beyond our doors. All staff play a central role in shaping this journey, supporting students to take ownership of their learning and success, and making the most of the many opportunities afforded by the school.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with the Robert Napier School, the Trust is made up of 4 other secondary schools and 5 Primary Schools all located within an 8-mile radius. The schools work closely together as a family of schools to provide an outstanding education experience for the children of Kent Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a subject specific mentor, as well as a dedicated coach all of which is aimed to ease your transition into the school.





# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin  
Chief Executive Officer



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

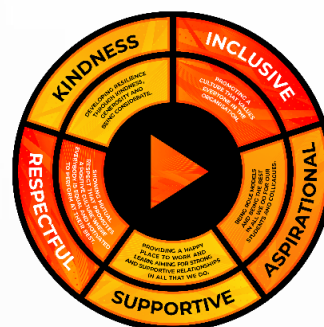
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.  
We will work tirelessly to support them to reach their potential.



**Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ**



**01634 888115**



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## Job Description – Lead Safeguarding Administration Officer

Reporting to: Assistant Headteacher  
Salary: Trust Scale 19-23  
Location: The Robert Napier School, Third Avenue, Gillingham

### Job Purpose

To work as an integral lead within the safeguarding team, to provide safeguarding support to students and families at risk. To support the Designated Teacher for Looked After Children. To undertake administration duties to ensure the robust completion, storage, and security of safeguarding/DLAC files and paperwork.

### Duties & Responsibilities

- Reporting to the DSL or in their absence, the DDSL.
- Providing a high-quality responsive service to students facing safeguarding and welfare issues, in accordance with the statutory responsibilities and making referrals to appropriate agencies following discussion with DSL.
- Maintaining and disseminating up to date tracker and liaison with necessary departments and key professionals.
- To act as the key member of staff to support the Designated Teacher for Looked After Children at TRNS.
- To assist in the induction of new staff to help and advise on safeguarding administrative procedures.
- Maintain accurate records of all staff training relating to safeguarding/KCSIE.
- Attend daily Safeguarding meetings and chair in absence of DSL/DDSL.
- To keep up to date and accurate notes on CPOMs of meetings and case conferences, to produce reports for meetings and case conferences and to attend local authority DSL conferences.
- Attend CiN, Strat, CP and all other safeguarding meetings, gathering information, write and submit reports as appropriate.
- Being the first point of contact for students, taking statements and passing information to relevant agencies.
- Liaising with Children's Social care, Police, Early Help and other agencies to ensure the best outcomes for students.
- Establishing effective positive relationships with students and families.
- To ensure effective communication with parents/carers.
- Ensuring the school has an up-to-date record of services available to students and families.
- Manage and control of student files (hard copies) and ensure they are filed securely and logged.
- Ensure all files are passed to other schools when students transfer.
- To ensure all documents are prepared for police, social services and other legal teams as requested.
- To maintain an up-to-date folder for Ofsted, evidencing processes, case studies and data.
- Attend multiagency meetings as requested.
- Ensure data protection and student confidentiality, with secure storage of all sensitive information.





- To contribute to yearly and termly audits.
- To ensure all requests for safeguarding information are met in a timely manner.
- To work effectively as part of the safeguarding team and forge good working relationships with Attendance and Inclusion teams.
- To liaise with the SEND team whether safeguarding is a concern.
- Undertake mandatory safeguarding and child protection training including all updates and to keep informed of current legislation.
- To follow up and record Securus reports regarding improper use of internet searches.
- Support the preparation of reports and communication with Governors on a regular basis.
- Support DLAC and complete any necessary DLAC admin in a timely manner.

Any other duties as identified by the DSL or Headteacher.

### **Generic duties relevant to all members of staff**

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

### **Equality and Inclusion**

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### **Safeguarding**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### **ICT**

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



### Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

### Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of People. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**



## Person Specification

| Skills and abilities                                                                                        | Essential | Desirable | Assessed by             |
|-------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------------|
| Ability to organise one's own work/work independently, to prioritise tasks and keep to deadlines            | ✓         |           | Application & interview |
| Ability to be flexible and respond effectively to the 'unexpected'                                          | ✓         |           | Application & interview |
| Ability to communicate and interact effectively with adults and children and young people                   | ✓         |           | Application & interview |
| Awareness of sensitive information and the need for confidentiality                                         | ✓         |           | Interview               |
| Ability to follow directions given by Head teacher and Line Manager                                         | ✓         |           | Interview               |
| Good Organisational skills                                                                                  | ✓         |           | Application & interview |
| Knowledge                                                                                                   |           |           |                         |
| An understanding of school systems, procedures and policies                                                 | ✓         |           | Application & interview |
| Understanding of LAC processes                                                                              |           | ✓         | Interview               |
| Qualifications and experience                                                                               |           |           |                         |
| ICT certification to support word processing skills, database and spreadsheet skills or relevant experience | ✓         |           | Application & interview |
| Minimum GCSE at level A – C in English and mathematics (or equivalent)                                      | ✓         |           | Application & interview |
| Previous experience in a safeguarding role                                                                  | ✓         |           | Application & Interview |
| Previous experience of working with children                                                                | ✓         |           | Application & Interview |
| Willingness and motivation to develop own skills and proficiency                                            | ✓         |           | Application & interview |
| Driving license                                                                                             | ✓         |           | Interview               |

**Beyond Schools Trust** is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check



## Summary of Terms & Conditions

|                                  |                                                                                                                                                                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Start date:</b>               | ASAP                                                                                                                                                                                                                                 |
| <b>Contract Type:</b>            | Full-time, Permanent                                                                                                                                                                                                                 |
| <b>Place of Work:</b>            | The Robert Napier School, Third Avenue, Gillingham, Kent ME7 2LX                                                                                                                                                                     |
| <b>Hours &amp; days of work:</b> | 37 Hours Per Week / Monday - Friday<br>Term-Time Only Plus 4 Additional Weeks<br>Monday-Thursday 08:00 - 16:00 Friday 08:00-15:30 (includes a 30-minute unpaid lunch break).                                                         |
| <b>Salary:</b>                   | Trust Salary Scale, Point 19-23 (£32,061 - £34,434 FTE)<br>Actual Salary Between - £29,829 - £32,036                                                                                                                                 |
| <b>Holiday:</b>                  | Entitlement of <b>27</b> days annual leave rising to <b>31</b> days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract |
| <b>Induction Period:</b>         | This post has a 6-month induction period.                                                                                                                                                                                            |
| <b>Pension:</b>                  | Membership of the Local Government Pension for support staff                                                                                                                                                                         |
| <b>Notice period:</b>            | One month to be worked during term-time                                                                                                                                                                                              |
| <b>Car insurance:</b>            | Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability                                                                                         |



# Benefits

## Care First:

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

## Benenden Healthcare:

Non- contributory membership of Benenden Healthcare Scheme. which includes immediate family access to 24/7 GP service.

## Professional Growth:

***“We don’t appraise. We grow”*** We believe professional growth is not a once a year event but an everyday commitment. That’s why we’ve replaced the traditional annual appraisal with our **Professional Growth Model**, designed to foster meaningful, continuous development for all staff.

### The Professional Growth Model promotes:

- Continuous learning
- Regular feedback,
- Collaborative development

All through collaboration, constructive dialogue and structured meetings with line managers.

### Key benefits for staff include:

- Ongoing support for personal and professional development
- Clear pathways for career progression
- Regular, constructive feedback to enhance performance
- Opportunities to contribute to team and Trust-wide improvement
- A culture that values collaboration, innovation, and growth

We believe this approach helps build a high-performing, empowered workforce focused on improving outcomes for all pupils

## Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

*“It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment”*

*“The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed”.*





*"I have learned so much during these workshops and I am extremely grateful for them"*

*"Learning the skills to become an effective leader for when I become a middle leader"*

*"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".*

**Staff Wellbeing:**

Whole Trust approach to well-being.

**Pension Scheme:**

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2026 are as follows:

| Annual Salary Rate   | Member contribution Rate |
|----------------------|--------------------------|
| Up to £18,400        | 5.5%                     |
| £18,401 to £29,000   | 5.8%                     |
| £29,001 to £47,300   | 6.5%                     |
| £47,301 to £59,800   | 6.8%                     |
| £59,801 to £84,000   | 8.5%                     |
| £84,001 to £119,100  | 9.9%                     |
| £119,101 to £140,400 | 10.5%                    |
| £140,401 to £210,700 | 11.4%                    |
| £210,701 and above   | 12.5%                    |

**Other Benefits:**

Two-week, half-term break in October

**Family Friendly Policies:**

The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

**Employee Referral Scheme:**

Up to £500 payable for a new employee referral across the Trust

**Cycle Scheme:**

The Trust is a member of the Cycle to Work Scheme.

**Car Parking:**

Free onsite parking (we are in a ULEZ free zone)

**Catering:**

On site catering at affordable prices

**Employee Discounts Schemes:**

20% discount off membership for Avenue Tennis  
[Medway Gym & Fitness Centre | Avenue Tennis](#)

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free will writing service provided by Accord Legal Services

Blue Light Card discount scheme [Blue Light Card](#)



# The Recruitment Process

**Closing date:** 18 September at 09:00am

**Interview date:** ASAP

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the school's careers page [Our Vacancies - The Robert Napier School](#).

If you wish to discuss the role, please contact **Charli Reader** via email at [creader@robertnapier.org.uk](mailto:creader@robertnapier.org.uk).

**The application form:** Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.

**Supporting Statement:** Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.



- Make reference to the job description and person specification to set out how you meet the criteria.

**Additional skills:**

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about.

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



## Lead Safeguarding Administration Officer

|                        |                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------|
| <b>Salary:</b>         | Trust Salary Scale, Point 19-23 (£32,061 - £34,434 FTE)<br>Actual Salary Between - £29,829 - £32,036 |
| <b>Start date:</b>     | <b>ASAP</b>                                                                                          |
| <b>Hours:</b>          | Full-Time, Permanent                                                                                 |
| <b>Location:</b>       | The Robert Napier School, Third Avenue, Gillingham, Kent ME7 2LX                                     |
| <b>Closing date:</b>   | 18 September 2026 at 09:00am                                                                         |
| <b>Interview date:</b> | TBC                                                                                                  |



### We are looking for a dedicated and enthusiastic person who:

- Has a genuine passion for safeguarding and for helping children and young people to thrive and reach their full potential
- Has a warm, approachable and professional manner, with the ability to communicate effectively with students, staff, parents and external professionals
- Has excellent organisational skills and a high level of attention to detail, understanding the importance of accuracy, confidentiality and timely action within a safeguarding environment
- Can work effectively as part of a team, while also being able to work independently, use their own initiative and exercise sound judgement
- Is resilient, calm and able to manage competing priorities within a busy and sometimes challenging school environment
- Has experience of working in a similar school or safeguarding environment
- Is committed to our values and understands the vital role that trusted adults play in enabling young people to feel safe, supported and able to flourish
- Is keen to develop their professional knowledge and, for the right candidate, potentially progress towards wider safeguarding responsibilities, including the opportunity to work as a **Deputy Designated Safeguarding Lead (DDSL)**

### In return, we offer you:

- An incredibly supportive group of colleagues and leaders
- The opportunity to work closely with an experienced designated safeguarding lead and a committed safeguarding team
- A comprehensive induction programme, with a strong commitment to continuing professional development
- Opportunities for professional growth and development within safeguarding
- Care first employee assistance programme
- Non-contributory membership of Benenden Private Healthcare Cover
- Membership of the local government pension scheme
- A two-week half-term break in October
- Cycle to work scheme

For further details on this role and to apply please visit the school's careers page [Our Vacancies - The Robert Napier School](#).

Visits to the School are strongly encouraged. For further information and to arrange a visit, please contact [Charli Reader](#) via email [creader@robertnapier.org.uk](mailto:creader@robertnapier.org.uk)



***We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.***

#### **Safeguarding Commitment**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

#### **Equality & Inclusivity Statement**

At Beyond Schools Trust we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.





## Our Location



### **The Robert Napier School**

Third Avenue  
Gillingham  
Kent ME7 2LX

**Tel: 01634 851157**

Email:

[trns@robertnapier.org.uk](mailto:trns@robertnapier.org.uk)

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<https://w3w.co/spirit.thus.since>

