

JOB ACCOUNTABILITIES

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| Job Title: Student Wellbeing Support and Safeguarding Administrator | Job number / Grade: Scale 4 Point 7 |
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JOB PURPOSE

To provide targeted intervention and mentoring to selected vulnerable students to support attendance and student wellbeing. To provide administrative support to the safeguarding team, act as the primary coordinator for the school's Wellbeing Centre by managing appointments and visitors.

SCOPE OF JOB (Budgetary/resource control, impact)

Has contact with school visitors, teachers, parents, pupils, Trustees, support staff in the Education Directorate. Operates in a busy environment and required to juggle conflicting priorities and show flexibility in movement between areas of job description

Often the first point of contact with parents or students. The way they respond can impact significantly on future relationships.

Will have access to confidential information, which must be dealt with discretely.

POSITION WITHIN UNIT STRUCTURE

Reports to the Safeguarding Lead, SMU

KNOWLEDGE, SKILLS & EXPERIENCE

Previous safeguarding experience.

Excellent communication skills.

Previous experience of working with young people in a mentoring capacity.

Administrative qualification eg NVQ level 3 or equivalent by experience.

ICT literate and able to operate software at an intermediate level.

Able to relate to pupils, teachers and parents in a calm and sympathetic manner.

JOB ACCOUNTABILITIES

Student Support

Develop positive relationship with young people and support some of our most vulnerable students

- **Vulnerable Student Support:** Carry out targeted support with selected vulnerable students as directed by the DSL, Safeguarding Lead or Deputy Headteacher. This may include phone calls home, tracking data and timetabled mentoring.
- **Resource Development:** Help create and maintain wellbeing resources, posters, and noticeboards within the Wellbeing Centre and school.
- **Peer Mentoring:** Organise and oversee the running of the Peer Mentoring programme

Safeguarding Administration

Provide admin support to the Safeguarding team under the direction of the DSL and Safeguarding Lead.

- **Record Keeping:** Maintain up-to-date, highly confidential safeguarding files using CPOMS.
- **Safeguarding Inbox:** Manage and triage all email traffic to the safeguarding inbox.

- **Information Transfer:** Manage the secure transfer of safeguarding records for students joining or leaving the school.
- **Student Support Record Keeping:** Maintain and update registers for all student support programmes in place.
- **Single Central Record:** Maintain and update the Single Central record with all current and new staff safeguarding training requirements.
- **Filing Systems:** Maintain filing systems ensuring that filing is done accurately and that files are kept up to date. Securely transferring CP records and files as required and undertake photocopying ensuring that specified requirements are met.

Wellbeing Centre Coordination & Appointments

- **Diary Management:** Act as the "gatekeeper" for the Wellbeing Centre, managing the calendars of school counsellors, mental health leads, and visiting practitioners.
- **Appointment Scheduling:** Coordinate student appointments and appointments for DSL and Safeguarding Lead.
- **Reception & Triage:** Provide a welcoming, calm environment for students self-referring or arriving in distress and escalating to DSL or Safeguarding Lead or the Head of Year. Reporting all information to CPOMS.
- **Liaison with external agencies:** Act as the initial point of contact and triage as required and follow up on any actions.

Other Duties

- Support whole school administration as required
- Attend all statutory training required to work within a school.
- Take part in the school appraisal process.
- Aware of and follow all relevant school policies and protocols.
- All duties should be carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures. Remedial action should be taken where hazards are identified. Where hazards are serious report to line manager immediately.
- Participate fully in the life of the school community and to support its ethos.
- These details comprise the main responsibilities of the post and should not be considered a complete list of duties. Duties may vary from time to time at the discretion of the Headteacher.

Post holder signature: **Name:** **Date:**

Line Manager signature: **Name:** **Date:**