

Hurst

Job Title: Safeguarding Assistant

Reports to: Head of Safeguarding

Principal duties:

The primary function of this role is to provide administration support, as required, to the Head of Safeguarding, and assistance to the Administration Lead with adhoc College administrative tasks.

Duties & Responsibilities:

1. Upload individual pupil notes from each weekly meeting to CPOMS (Child Protection Online Management System) and support the configuration and triaging of CPOMS. Manage the users and permissions and request Safeguarding files for new starters and upload to CPOMS
2. Take and distribute minutes for the weekly DSL Safeguarding meeting.
3. Prepare papers, take and distribute minutes for the termly Governors' Safeguarding and Pastoral Committee meeting.
4. Take minutes for the Neurodiversity and Attendance meetings and upload to CPOMS.
5. Take and distribute minutes for the weekly HoMs meeting.
6. Keep register of wellbeing plans and risk assessments and ensure the latest version is uploaded to CPOMS. Prompt the key staff to review the plans in a timely manner.
7. Pull off half termly 'no action' reports from CPOMS, send to key staff, monitor for change, and update the numbers on tracking sheet.
8. Support with calendar management for the DSL team, booking parent/pupil/visitor meetings
9. Help the Safeguarding/Behaviour teams keep accurate records of child-on-child abuse incidents and ensure the team are adding follow up actions.
10. Ensure that safeguarding files for new student joiners are received from the previous school and are uploaded to CPOMS. Contact and chase other schools accordingly.
11. Keep accurate records of receipts of safeguarding files.
12. Help to digitize paper records.
13. Where needed, type up notes and records to be added to CPOMS.
14. Keep accurate lists of children receiving pastoral intervention support and update CPOMS with attendance.
15. When children leave Hurst, confirm the date they start at their new school and manage the transfer of child protection files within 5 days.
16. Inform the Local Authority of leavers through the portal, including those who are CME and home-educated.

17. Manage a list of children who are in an alternative provision or health setting, ensuring we receive the Safeguarding paperwork from them.
18. Manage a list of children who have part-time timetables.
19. Manage and keep updated the promotion of the safeguarding team through posters leaflets.
20. Support the Lettings and Contractors teams as required, to manage the Safeguarding policies and declarations we need from the relevant companies/businesses.
21. Complete other relevant admin tasks required by the safeguarding team on an ad hoc basis.

Criteria	Essential/ Desirable	How Assessed
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Qualifications		
Educated to A Level standard with GCSEs (or equivalent) at grade 4 or above in Maths and English	Essential	Certificates
Minute taking skills	Essential	

Experience		
Working as a PA or Administrator.	Essential	Application Form / Interview
Safeguarding and pastoral experience.	Desirable	Application Form / Interview
Previous experience in a school setting.	Desirable	Application Form / Interview

Knowledge & Understanding		
Excellent working knowledge of Microsoft Office package, in particular Excel, Word, Outlook, and PowerPoint	Essential	Application Form / Interview
Using databases (in particular iSAMS and CPOMS, our school databases, would be an advantage although training can be given)	Desirable	
Safeguarding		
Keeping Children Safe in Education	Desirable	
Working Together to Safeguard Children	Desirable	

Skills and Competencies		
Excellent oral communication skills, particularly telephone manner	Essential	Application Form / Interview
Excellent written communication skills	Essential	
Ability to communicate effectively with a diverse range of stakeholders	Essential	
Excellent interpersonal skills	Essential	
Meticulous attention to detail	Essential	
Proven ability to keep accurate records	Essential	
Ability to create high standard in-house publications, using table of contents, headers and footers, etc.	Desirable	

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Ability to create and manipulate data sheets in Excel and to set up mail merges	Essential	
Ability to set up and work with PowerPoint presentations	Desirable	
Attributes		
Flexible approach to duties undertaken and working hours	Essential	Interview
The ability to work effectively as part of a team or alone, and on own initiative	Essential	
Empathy with the independent school sector	Essential	
The ability to work under pressure and manage diaries & work from multiple people	Essential	
Appreciation of the necessity to maintain complete confidentiality at all times	Essential	
Well organised with excellent time management	Essential	
Enthusiastic, with the ability to work with pace and foresee what needs doing	Essential	
Positive in attitude.	Essential	
Calm and logical demeanour in stressful situations.	Essential	
Other Requirements		
Satisfactorily meeting the College's employment checks – Disclosure & Barring Service, health assessment, references, online checks, qualifications and legal entitlement to work in the UK	Essential	Checks and clearances

Working hours:

This position is based on campus, term-time only, plus 2 weeks – 22.2 hours per week to be agreed over Monday to Friday, with one hour for lunch (unpaid). There may be the occasional requirement to work additional hours when needed for which time off in lieu will be given.

Salary:

£30,132 FTE/£14,221 per annum actual for 22.2 hours per week (0.6 FTE).

Additional Benefits:

Free lunches are available during term time and there is parking on site.

Membership of the College's contributory pension scheme with The Pensions Trust.

BUPA private medical scheme which employees can subscribe to.