

JOB DESCRIPTION

Corporation Safeguarding Manager

Reporting to:	Head Master, Harrow School Director of Safeguarding, Harrow School
Key relationships:	Line manager of the Guardianship Administrator. Liaises with the Directors of Safeguarding, Deputy Safeguarding Leads, Safeguarding Governor, Pastoral Support Committee.
Contract type:	Permanent, full time, 40 hours per week, all year round.
Location:	Harrow on the Hill
Salary range:	Commensurate with experience

ABOUT THE FOUNDATION

John Lyon's Foundation comprises of two principal charitable entities

- The Corporation, which itself comprises Harrow School and John Lyon School; and
- John Lyon's Charity

The Corporation is a leading charitable, independent school entity with 1,500 pupils and, together with two subsidiaries, Harrow International and Harrow School Enterprises, forms a consolidated Group with around £90 million in annual revenues.

John Lyon's Charity is a grant giving charity which makes grants of around £12 million a year to organisations in its beneficial area of Central and North West London. John Lyon's Charity has around £400 million of assets under management.

The senior officers of the Foundation include the Head Master of Harrow School, the Head of John Lyon School, the Chief Executive of John Lyon's Charity, the Chair of Harrow International, the General Counsel of the Foundation, and the Chief Financial and Commercial Officer of the Foundation.

The Foundation Governors are the Trustees of the Corporation, and the two commercial subsidiaries have Boards of Directors. The Corporation is sole Trustee of John Lyon's Charity, which is overseen by the Foundation Governors and a Charity Management Board.

ROLE AND CONTEXT

The postholder will take lead responsibility for safeguarding of all children within the Corporation: providing strategic direction, advisory services that comply with statutory law and guidance, and supporting data that ensures the highest standards of safeguarding. They will also work closely with, and support, the Director of Safeguarding at Harrow School.

KEY RESPONSIBILITIES

Strategy

- Take lead responsibility for safeguarding of all children within the Corporation and ensuring compliance with statutory law and guidance.
- Pursue harmonisation of best practice amongst all schools within the Corporation
- Review safeguarding practices and outcomes and commission improvements and developments to ensure compliance and best practice.
- Produce data on safeguarding within schools in the corporation including the gathering of feedback from pupils, staff, parents, and carers.
- Oversee and contribute to safeguarding policies and their regular review and update.
- Provide a point of contact for safeguarding issues during school holidays.
- Help coordinate and standardise training across the corporation including staff and governors.
- Provide support to all corporation schools in matters of safeguarding working with relevant DSLs.
- Collaborate with the Safeguarding Governor.
- Contribute to inspection readiness and ensure compliance with ISI and National Minimum Standards.

In the above strategic role, the Corporation Safeguarding Manger will report to the Headmaster of Harrow School. This role will occupy approximately 50% of the time allocation of the Corporation Safeguarding Manager.

Role at Harrow School

- Work closely with the Director of Safeguarding
- Liaise with and oversee the work of the Deputy DSLs.
- Gatekeeping and Triage: manage lower priority issues.
- Coordination of social work visits and case conferences

- Liaison with external agencies. Helping to support the Director of Safeguarding and stepping in when they are not available for meetings. Contributing support to out of hours meetings
- Contribute to the development of key policy documents
- Collaborate with other stakeholders regarding site security and the management of external groups who use Harrow School facilities.
- Administrator for CPOMS.
- Attend the Pastoral Support Committee as appropriate.
- Line manage the Guardianship Administrator.

This role will occupy approximately 50% of the time allocation of the Corporation Safeguarding Manager and will report to the Director of Safeguarding at Harrow School.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and professional membership		
A good general education	✓	
Designated Safeguarding Lead (DSL) training	✓	
Safer Recruitment training		✓
Knowledge and experience		
Knowledge of statutory guidance Up to date knowledge of Keeping Children Safe in Education (KCSIE), Working Together to Safeguard Children, and Independent School Standards.	✓	
Policy development — Writing, reviewing, and auditing safeguarding and child protection policies.	✓	
Process implementation -Demonstrable experience of instigating pragmatic processes that contribute to safeguarding best practice	✓	
Case management — Managing complex, high-risk safeguarding cases and supporting DSLs on site.	✓	

Strategic safeguarding leadership — Experience of design and implementation of safeguarding strategy across multiple schools.	✓	
Risk assessment expertise — Skilled in evaluating organisational, contextual, and individual risks	✓	
Training delivery — Designing and delivering safeguarding training for staff, governors, and volunteers.	✓	
Inspection readiness — Understanding ISI/Ofsted frameworks and preparing schools for inspection.	✓	
Inter-agency collaboration — Confident working with LADO, social care, police, and health professionals.	✓	
Crisis management — Responding to allegations, emergencies, and serious incidents calmly and lawfully.	✓	
Boarding school experience — Understanding of the particular safeguarding and wellbeing needs of boarding school pupils		✓

Criteria	Essential	Desirable
Skills and attributes		
Compassionate and child-centred approach	✓	
Ability to challenge appropriately and professionally	✓	
Ability to build trust and respected working relationships with staff, pupils, and external partners	✓	
High level of discretion and confidentiality	✓	
Flexible, calm and responsive in crisis situations	✓	
Keen attention to detail when creating and maintaining accurate, relevant and comprehensive documentation.	✓	

TERMS AND CONDITIONS

The Foundation is committed to equal opportunities and welcomes applications from candidates of all backgrounds. In the event of a successful application, candidates will be required to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure and Barring Service check (including Children's Barred List information) and prohibition checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at John Lyon's Foundation. Please refer to the Recruitment, Selection and Disclosure Policy for more details.

This job description is not exhaustive and may be subject to review in consultation with the post-holder. The post-holder will be required to undertake other duties commensurate with the grade and responsibilities of the role.