

Job Description: Administrator

Responsible to:	Deputy Headteacher (DSL)
Job Type:	Permanent
Grade:	6
Hours per week:	30
Working weeks:	38
Location	¹ Faringdon Community College

Context

- Triage safeguarding concerns via the schools safeguarding reporting tools including CPOMS and escalating cases as required to the DDSL / DSL.
- Provide an excellent administration function to support the safeguarding team, maintaining a high level of confidentiality at all times.

Key Responsibilities and Activities:

- In the absence of the safeguarding lead, assess referrals from staff and notify the DSL/DDSLS of cases that require immediate action.
- Maintain manual and computerised school safeguarding records/management information systems for FCC students, staff, Governors and contractors. Keeping an accurate and up to date database of information.
- Update and distribute safeguarding information to all staff and governors
- Attend and complete administration for the bi-weekly Vulnerable Students Multi agency Meeting (VSMAM), Inclusion meetings and FCC Safeguarding Team meetings.
- Confirm arrangements for delivery of in-house training courses as directed by the DSL ensuring renewals are completed within relevant timescales.
- Support arrangements for safeguarding induction/training for new and existing staff
- To update, support and use the school's safeguarding system (currently CPOMS) and paper records (where appropriate) to keep the school's safeguarding systems running smoothly and effectively
- Maintain the paper based safeguarding filing system and archive systems
- To support the administration of timely referrals for agency support and MASH Ed checks
- To support the admissions process of safeguarded and high needs students
- To act as the first point of contact for the Safeguarding Team, triaging all incoming emails and phone calls, and passing on to the safeguarding team, keeping accurate record of events
- To logistically schedule, support and minute take at Safeguarding Operational meetings, and other safeguarding related meetings
- Ensure the accurate recording of notes and minutes and ensure the safekeeping of highly confidential or sensitive information

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- To collate all information relating to safeguarding case(s) and work together with safeguarding team members to ensure professionals involved have the most up-to-date information, supporting college processes e.g. interviews/admissions
- Produce and circulate safeguarding team rota in order to operate the on-call system
- Oversee the collation and assessment of safeguarding files for incoming students resulting definitive monitoring lists at appropriate levels
- Act as clerk to the Governors Discipline and PECS Panel
- Report on safeguarding figures and highlight trends
- Provide information for termly Headteachers report
- Regular reporting on active CPOMS cases and safeguarding figures
- Maintain records of students and safeguarding plans
- Support with annual safeguarding audit 175/157
- Liaise with students in relation to taking statements
- Arrange meetings with external agencies and parents
- Arrange parent events

The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Faringdon Community College and The Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information. The Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community."

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Qualifications and Experience

Qualities	Essential/Desirable
<p>Experience</p> <p>Working in a school environment</p> <p>Working in administration in an office environment</p>	<p>D</p> <p>E</p>
<p>Qualifications & Training</p> <p>Minimum of Grade C GCSE in maths and English (or equivalent qualifications which sufficiently demonstrate the numeric and written skills required).</p> <p>Appropriate first aid training</p>	<p>E</p> <p>D</p>
<p>Knowledge & Skills</p> <p>Excellent working knowledge of IT including Microsoft Office</p> <p>Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.</p> <p>An understanding of school safeguarding systems and processes is desirable.</p> <p>A willingness to learn about school safeguarding systems and processes is essential.</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Experience of dealing with confidential information in a discreet and sensitive manner.</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

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