

	Role:	Safeguarding & Child Protection Team Administrator
	Salary Scale:	Scale 6
	Contract:	Term Time only (30 hours per week, 39 weeks)
	Updated:	November 2024

Line Manager:	Deputy Headteacher (Designated Safeguarding Lead)
Supervision:	N/A
Other information:	This role may be worked flexibly. Candidates may choose to work four longer days or five shorter days during the week. In either case, working on Mondays and Fridays are essential.

Main Duties & Responsibilities:

A. Referral Management, maintaining Child Protection Files and record-keeping

- Be the first point of contact for the attendance team who are reporting the absence of identified vulnerable students and report to relevant external agencies in a timely manner.
- Receive all Child Protection (CP) referrals and requests for information from external agencies and ensure that it is recorded on the centralised Child Protection software.
- Evaluate urgency of CP referrals and when necessary, alert the Child Protection Officers, Designated or Deputy Designated Safeguarding Leads or the Headteacher in urgent situations.
- Evaluate CP referrals and when appropriate pass to the relevant year teams.
- Update or create CP files where necessary.
- Update or create chronologies for young people identified as being vulnerable and for whom intervention and case management by the CP team is ongoing.
- Ensure that all contact details for the range of professionals working with a young person are updated and maintained.
- Maintaining a weekly awareness log so key students are made known to house teams and the leadership team.
- Manage and maintain the diary for the Child Protection Officers and Designated Safeguarding Lead and ensure that rooms are booked for meetings and refreshments ordered, where necessary.
- Prepare paperwork for meetings ensuring that there are copies of appropriate documentation for all external agencies present.
- Update CP files with meeting minutes and any additional information received.

B. Child Protection Files and Transition

- Collate information during transition from primary schools and mid-phase admissions of any student for whom there are current or have been previous CP concerns.
- Ensure that the student's CP file is transferred to Lister Community School and kept in the Safeguarding and Child Protection Office.
- Ensure that any relevant information is uploaded to the CP software that is used to maintain CP records for students.
- Chase files that do not transfer with the student in writing and by telephone.
- Ensure that copies of CP files are sent to the new school or educational establishment when a student leaves Lister Community School, including school leavers at the end of year
- Archive all CP files once a student has left Lister Community School and copies have been made and transferred.

C. Coordination of Early Help and Early Help Records Administration

- Coordinate all members of staff within the school who work with families and provide early help interventions.
- Ensure all Early Help interventions are logged on Safeguard using the appropriate label e.g. hardship, school interventions, etc.
- Where there are known siblings in a family that are receiving Early Help intervention from Lister staff, liaise with the agencies that may be working with these siblings (i.e. primary schools, Children Centres) and co-ordinate setting up a Team around the Family meeting, on behalf of the CP Officer, and sharing of Early Help Records.
- Ensure that all early help interventions (for example referrals to Families First, CFCS etc) are communicated to the CP team and logged using the CP software

D. Tracking and Reporting

- Track data throughout the academic year and produce regular data reports as required on the following:
 - number of school referrals to CP team and category of referral;
 - referrals to Triage and outcomes;
 - CP/Safeguarding register of students and vulnerable families and assessed level of need;
 - safeguarding concerns by year for year panel meetings;
 - referrals made by school to external agencies;
 - number of different types of meetings attended throughout the year by the CP team i.e. LAC Reviews, PEP meetings, Conferences, Professionals meetings etc;
 - number of families with an Early Help plan;
 - any other information that it is necessary to report.

E. Co-ordination of Provision for Looked after Children (LAC) or children who have a Child Protection (CP) or Child in Need (CIN) plan

- Ensure that the school records for LAC are correct on SIMS and any CP software or database.
- Track the meeting schedule for all LAC (Conferences, PEP meetings and LAC review meetings) and ensure that these meetings take place at appropriate intervals throughout the academic year.
- Ensure that invites and any relevant paperwork are sent to the appropriate professionals prior to the LAC meetings.
- Collate all information in preparation for the LAC meetings, for example, ensure that the views or staff are collected via a staff round robin, the views of the pastoral team are sought and progress, attendance and behaviour data is collated prior to the meeting.
- Similarly collate any relevant information for children with a CP or CIN plan prior to professionals meetings or conferences.
- Liaise with the School Nurse to ensure that Care Plans are reviewed and updated regularly.
- Attend and minute meetings and distribute minutes and agendas, as necessary – Liaise with outside agencies as necessary, e.g. police, social services.

F. Administration of Child Protection Training

- Organise resources, room bookings and registers for Child Protection Training.
- Liaise closely with the Assistant Headteacher (Designated Safeguarding Lead) to ensure that accurate records are kept of all staff who have undertaken Child Protection Training.
- Liaise closely with the Assistant Headteacher (Designated Safeguarding Lead) to ensure that it is identified when staff are due to refresh their Child Protection Training and ensure that this is communicated to the Child Protection Officer and DHT.

G. Medical room and record keeping

- Undertake five hours per week in the medical room as a lead First Aider.
- Work with the medical officer to ensure that all medical records and issues pertaining to pupils known to the safeguarding team are shared in a timely way.

H. General Administrative Support

- Monitor stocks of stationery and other supplies and place orders for the CP office, following the school's Financial Policy and Procedures, ensuring that purchases are cost effective and value for money.
- Process any requests for hardship and place orders/distribute stock where available. Ensure all purchases are cost effective and value for money and follow the schools Financial Policy and procedures. Keep a log of all requests and stock given/money spent.
- Facilitate any visits from outside agencies, ensuring room bookings, visitor requests, timetabling, student and staff communication, etc.

J. Additional duties

- To work within the framework of the school ethos, adhering to expectations at all times.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health and Safety in the post holder's area of work.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.
- To cover lunch duties
- Serve as one of the school's First Aiders (training provided)

Other Duties & Responsibilities

In this role, you will be expected to:

- engage with the wider school community, supporting and modelling the values and ethos of Lister Community School at all times.
- share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- abide by, and adhere to, all policies applicable to employees of both Lister Community School and the Newham Community Learning Trust.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

Safeguarding Children

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Lister Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.