

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Administrative Assistant - Safeguarding – Linden Lodge

Hours: Full-Time or Part-Time Hours (Term Time only plus 1 week)

Accountable to: Headteacher

Grade: Scale 2 – Point 12 – 13 (£20,784 – £20,952 pro rata)

CONTEXT

The post holder will provide general administration support for the safeguarding provision within the school.

The post holder will assist with the organisation, administrative support and minuting of key departmental meetings. They will liaise with professionals, parents and students (where appropriate).

The post holder will assist with the smooth running of key office processes such as filing and general administration as required.

Organisation

- Assist with organising and preparation of key meetings and events
- Preparation of documents, packs etc for safeguarding meetings
- Maintain filing systems ensuring that all key documents/reports are filed in a timely manner.
- Liaise and communicate with teaching, support and therapy staff to ensure all pre-meeting and post-meeting reports and documents are distributed within the statutory timeframes.

Administration

- Provide routine administrative support e.g. photocopying, scanning, filing, faxing, emailing, completing routine forms etc
- Undertake typing, word-processing and other IT based tasks
- Maintain confidential records and files in accordance with GDPR provisions and school policies
- To update and maintain SIMS records as required

Minute Taking

- Provide minute taking support for safeguarding meetings as required
- Ensure meeting notes are completed within the required timescales and to the required standards set out in both Statutory guidelines and school policies
- Engage with training opportunities in relation to this element as required.

Liaison

- To liaise with a variety of professionals to ensure all preparations for meetings are completed in a timely manner (e.g. Booking of rooms, availability of key stakeholder and communication of and changes in arrangements)

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the Service
- Appreciate and support the role of other professionals
- Attend and participate in relevant team meetings and INSET training, as required
- To undertake similar duties within other departments commensurate with the post and grade.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role
- Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Leadership

- To work under the overall supervision of Pupil services/HR manager

CPD

- To maintain own professional development and keep up to date with current, local and national trends through attendance at appropriate INSET
- Participate in training and other learning activities and performance development as required

Service and Self Review

- Participate in the Service's Self Review of Performance

Behaviour / Risk Management

- Work with other colleagues to ensure safety of both workers and children and young people at all times

<i>Supporting other colleagues</i>	<ul style="list-style-type: none">• Work and support other colleagues to ensure smooth and effective running of the WVSS.
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GENERAL DETAILS

REVIEW

- This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.