



Pastoral and Safeguarding Administrator

About the role

We are seeking a well organised, energetic and supportive individual to join us as a Pastoral and Safeguarding Administrator. They will be responsible for all administration support for the Deputy Head Pastoral who is also the Designated Safeguarding Lead. This is a key within the administration team and will include updating pastoral records, coordinating and minuting pastoral support meetings as well as ensuring students, staff and parents receive timely information and support.

Role Description

Salary

The post holder will be paid a competitive salary and will work on a part time basis (20 hours per week) during term time plus 6 days in school holidays some of which must be at the end of the summer holiday period.

Lines of Responsibility

The Pastoral and Safeguarding Administrator is responsible to the Deputy Head Pastoral.

Specific Responsibilities

Pastoral Administration

- Diary management for DHP
- Support the DSL in the inputting, updating and monitoring of CPOMS
- Support the DHP with all matters relating to detentions which includes recording detentions on iSAMS / CPOMS and inform parents on a weekly basis.
- Keep all pastoral posters, displays, and documentation up to date and ensure correct distribution across the school.
- Oversee report card for students.
- Coordinate and minute weekly pastoral meetings.
- Complete and record monthly IT filter test

Safeguarding Administration

- Maintain all Visiting Speaker documentation, including risk assessments, checklists, and Appendix 2.
- Support the DHP with the KCSIE policy and associated paperwork required for INSET day training as well as updates during the year.
- Prepare and distribute all safeguarding signage in readiness for the start of term across the site and keep up to date during the year.

Come as you are. Go as all you can be.



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- Assist with the transfer of safeguarding files for new pupils, adding relevant information to CPOMS and liaising with external stakeholders to obtain necessary documentation within the first 5 days of term (or within 5 days for in-year transfers).
- Manage the transfer of safeguarding files for students moving to new sixth-form settings.
- Attend pastoral and safeguarding meetings (where available), arrange appointments with parents, and take minutes as required.
- Ensure all safeguarding and pastoral notes are logged accurately on the school's monitoring systems (e.g., CPOMS, iSAMS).
- File all safeguarding and pastoral correspondence in the correct electronic or hard-copy locations.
- Support the DHP in keeping the Safeguarding Log and other pastoral logs updated
- Assist the DHP in preparing report for termly Governor Safeguarding Meetings.
- Cross reference safeguarding meeting minutes with the Safeguarding Log to ensure accuracy and completeness.
- Assist with first-draft amendments to school policies as directed by the DHP

Compliance and Professional Development

- Ensure compliance with Safeguarding and Child Protection Policy, GDPR, and the School's Data Protection Policy.
- Maintain up-to-date knowledge of safeguarding and child protection guidance.
- Complete mandatory safeguarding training as required.
- Act with discretion and strict confidentiality at all times.

Other Duties

- Undertake any other reasonable duties to support the Pastoral and Administration Team as required.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

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Person Specification	Essential	Desirable	Primary means of assessment
Educated to A Level	√		Application Form
Previous experience of working within an administrative role	√		Application Form
Previous experience of working in a pastoral administrative role within a school setting		√	Application Form
Training or qualification relevant to safeguarding or child protection		√	Application Form
Strong communication skills with students, staff and parents	√		Interview
Ability to work accurately with attention to detail	√		Interview
Flexible in prioritising work and open to change	√		Interview
Excellent organisational and administrative skills.	√		Interview
A professional approach, which inspires confidence in students and parents	√		Interview
Excellent written, oral and ICT skills (Microsoft Office)	√		Interview
Evidence of a commitment to promoting the health, welfare and safeguarding of young people at all times	√		Interview
Understanding of safeguarding and child protection protocol in schools.	√		Interview

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