

Job Role Details		Last Updated: April 2024
<b>Department/ Location:</b>	Curriculum / Cross site	
<b>Job Title:</b>	Safeguarding Administrator – Student Support	
<b>Salary Grade</b>	Combined Grade	
<b>Responsible to:</b>	Director of Student Support	
<b>Responsible for:</b>	No staff management responsibilities	
Job Purpose Statement:		
<p>Provide general administrative support to the Safeguarding and Welfare team, providing a front-line enquiry service to all internal and external customers/ clients, playing a key role in supporting the Designated Safeguard Leads in effectively managing and reducing risk of harm for students.</p>		
Main Responsibilities and Duties:		
<p>The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:</p> <ol style="list-style-type: none"> <li>1. Work as directed by the Designated Safeguard Lead, with support and guidance from the Welfare Officers, to ensure child protection and safeguarding issues are dealt with safely and escalated appropriately, ensuring Child Protection Policy and procedures are implemented quickly and effectively.</li> <li>2. Monitor and analyse vulnerable student attendance data regularly, reporting identified causes of concern to Welfare Officers to enable early intervention to be implemented, ensuring that electronic safeguarding records and paper child protection files are accurately received, maintained, and stored safely. This will include co-ordinating the forwarding of records as appropriate in compliance within statutory guidelines.</li> <li>3. Support department meeting slots, department meetings and Focus days as required by the department, creating agendas, organising supporting reports, creating minutes and briefing papers for meetings, liaising with managers, lecturers, and support staff as appropriate, ensuring proper notice is given and that agendas and supporting papers are issued in a timely fashion.</li> <li>4. Assist with the general management of the department, providing a full administrative service, including updating of web pages and SharePoint, ensuring that systems are periodically reviewed including drawing up correspondence, updating notice boards, circulating, and distributing information as required, ensuring that appropriate arrangements are in place to always maintain continuity of service.</li> </ol>		



5. Assist the department, as required, to deal with student/ parent issues, including arranging meetings, drafting letters, attending meetings and producing notes to ensure the accurate record of all such meetings.
6. Actively participate in College wide events by attending Open Evenings, Transition Events, Enrolment, Focus Days and Induction, ensuring resources and displays promoting the department are update to date and available for use.
7. Organise and co-ordinate information sharing for vulnerable students eligible for receipt of College bursary, contacting external partners and parents/ carers at the earliest opportunity, to ensure financial support is available in a timely manner.
8. Operate relevant College information systems appropriately, checking information for accuracy, running reports, identifying causes for concern, and raising any issues with the appropriate person, maintaining appropriate systems and records for the department, which pro-actively control key target dates, ensuring clear links are maintained with support departments, in particular MIS and Admissions.
9. Assist with the organisation of staff training, booking events, liaising with Finance to enable payments to be made, making any external bookings, including accommodation and event tickets as required, ensuring that all necessary administrative arrangements are completed.

In addition, all post holders will be required trained to act as Fire Marshals and First Aiders.

#### All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.





- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the college.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.

<b>Person Specification</b>		
<b>Qualifications</b>	<b>Criteria</b>	<b>Assessment Method</b>
	<ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Desirable (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Assessment Centre (AC)</li> </ul>
<ul style="list-style-type: none"> <li>• NVQ Level 2 qualification or equivalent in relevant subject (administration, customer care or IT) or able to demonstrate experience/ competency at this level.</li> <li>• GCSE grade C or above or equivalent qualification in English &amp; Mathematics or able to demonstrate appropriate level of competence at this level.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> </ul>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Knowledge and experience of using Microsoft Office Applications, Word, Excel etc.</li> <li>• Experience of working independently and as part of a team.</li> <li>• Experience of organising all aspects of meetings e.g. location, resources, supportive documentation.</li> <li>• Experience of working in a confidential environment.</li> <li>• Experience of providing administrative support in a multi-disciplined environment.</li> <li>• Experience extracting information and reports from databases.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A</li> <li>• A</li> <li>• A</li> <li>• A/AC</li> <li>• AC</li> </ul>
<b>Skills &amp; Aptitudes</b>	<b>Criteria</b>	<b>Assessment Method</b>
	<ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Desirable (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Assessment Centre (AC)</li> </ul>
<ul style="list-style-type: none"> <li>• Good problem solving skills.</li> <li>• Accurate minute taking and agenda preparation.</li> <li>• Knowledge of good customer service techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• AC</li> <li>• A/AC</li> <li>• A/AC</li> </ul>





<ul style="list-style-type: none"> <li>• Good digital skills.</li> <li>• Knowledge of standard financial procedures.</li> <li>• Previous experience of Fire Marshal and/ First Aid duties.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• AC</li> <li>• A/AC</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• The successful candidate will be required to act with discretion, pride, purpose, resilience and confidentiality.</li> <li>• Willing to undertake mandatory training and demonstrate awareness of Health &amp; Safety requirements.</li> <li>• Willing to undertake mandatory training and demonstrate awareness of GDPR.</li> <li>• Willing to undertake all other mandatory training as required by the College.</li> <li>• The successful candidate will be required to adopt a student focus and commitment to developing knowledge of quality improvement processes and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• AC</li> <li>• AC</li> <li>• AC</li> <li>• AC</li> <li>• AC</li> </ul>
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>• The College is committed to safeguarding and promoting the welfare of young people and venerable adults. The candidate’s ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process.</li> <li>• The successful candidate will be required to have a DBS check to work at the College.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A</li> </ul>