



# **Behaviour & Safeguarding Administrator**

## **Core Purpose**

The behaviour and safeguarding administrator plays a critical role in St. Paul' Academy's pastoral structure. The successful candidate will provide high-quality, confidential, and exceptionally organised administrative support to the school's Pastoral, Behaviour, and Safeguarding teams. Working in a busy secondary school environment, you will be the administrative backbone of our student welfare systems, ensuring that behaviour logs, safeguarding records, and multi-agency referrals are managed accurately, securely, and in strict compliance with statutory guidance (such as *Keeping Children Safe in Education*).

## **Key Responsibilities:**

### **1. Safeguarding & Child Protection Administration**

- **System Management:** Maintain and update the school's secure safeguarding software (e.g., CPOMS or MyConcern) with absolute accuracy and confidentiality.
- **Meeting Co-ordination:** Schedule, organise, and take highly accurate, sensitive minutes for Child Protection, Child in Need (CiN), and Team Around the Family (TAF) meetings.
- **Agency Liaison:** Act as a professional administrative point of contact for external agencies, including Social Care, Child and Adolescent Mental Health Services (CAMHS), and local authority teams.
- **File Management:** Ensure the smooth, secure transfer of safeguarding files for students joining or leaving the school, maintaining a strict audit trail.

### **2. Behaviour & Pastoral Support**

- **Data Processing:** Administer the school's behaviour tracking systems (e.g., SIMS, Edulink, Bromcom), logging sanction, detentions, and suspensions.
- **Communication:** Draft and issue formal correspondence to parents and carers regarding student behaviour, detentions, internal exclusions, and suspensions, ensuring a professional and supportive tone.
- **Report Generation:** Produce weekly, termly, and ad-hoc behaviour and safeguarding data reports for the Senior Leadership Team (SLT) to help identify trends and student needs.
- **Internal Isolation/Reflection Support:** Provide administrative support for tracking the school's internal reflection (St. Elizabeth's) and reset rooms, ensuring registers are accurate and work is coordinated.

### **3. General Administration & Frontline Support**

- **First Point of Contact:** Securely receive and direct phone calls, emails, and visitors related to sensitive pastoral or safeguarding matters, triaging urgency.



- **Compliance & Audit:** Assist the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding leads (DDSL) in preparing compliance documentation for school governors, trust boards, or Ofsted inspections.
- **Statutory Compliance:** Stay up-to-date with national and local safeguarding regulations, ensuring all administrative processes comply with data protection (GDPR) standards.

### **Typical Daily Tasks**

- Meet with the Designated Safeguarding Lead (DSL) and Pastoral Leads to review urgent incidents or student concerns that arose overnight or the previous evening.
- Send out first-response notifications, emails, or texts to parents regarding immediate pastoral or behavioural actions scheduled for that day.
- Running detention lists and circulating as appropriate
- Logging late detentions
- Analyse late data
- Producing and issuing letters
- Any other duty assigned by the Principal
- Field incoming phone calls and emails from social workers, police liaison officers, or health professionals, ensuring messages are securely routed to the DSL immediately.
- Greet and sign in external agency professionals, ensuring they are escorted to secure meeting rooms in line with school safeguarding procedures.
- Check concurrent logs to ensure student records are linked correctly and that no duplicate entries exist in the behaviour database.