



## **Administrative Officer – Safeguarding and SEND**

**Required to work 37 hours per week, 40 weeks per year**

**Permanent**

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the City of Derby Academy [CODA] to provide administrative support for the extended learning department and safeguarding team. CODA is an 11-16 school whose educational philosophy is to improve the life chances of all of our students. The school is rapidly improving and is a rewarding and exciting place to work.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

You will be working with a team committed to embedding excellence in everything we do.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting school community, please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application forms. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications:** Monday 24<sup>th</sup> June 2019

**Interview date:** w/c 1<sup>st</sup> July 2019

**Salary:** Scale 4 – £18,870 - £20,541 (pro-rata £16,294 - £17,797)

**Start date:** September 2019



### **JOB DESCRIPTION**

**Post Title:** Administrative Office – Safeguarding and SEND

**Responsible to:** Child Protection Officer and SEND/DSL

**Scale:** Scale 4

**Weeks Per Annum:** 40

**Post Objectives:** To support the academy in improving outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic well-being. It will be necessary to work with information technology and associated systems in accordance with school policies.

### **ROLES AND RESPONSIBILITIES**

- Receive communications from parents/carers and outside agencies reporting student concerns in the absence of the CPO/SENCO;
- Develop and maintain positive relations between the academy, parents and student;
- Comply with legislation and the academy's policies in relation to confidentiality and safeguarding;
- Undertake general administration duties to support the Academy, examples include but not limited to; minutes, request for information, supporting finance, supporting exams, updating databases, filing, printing etc;
- Support academy events as required;
- Updating and maintaining student records and files;
- Preparing for meetings – gathering student information and data from teachers and academy systems;
- Communication with parents and outside agencies;
- Auditing and reporting;
- Maintaining staff safeguarding training files;
- Organise and arrange testing of students

### **METHODS OF WORKING**

The post holder must:

- Maintain confidentiality and observe General Data Protection Regulations (GDPR) and associated guidelines where appropriate;

- To maintain an awareness of Safeguarding Children Policies;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



## PERSON SPECIFICATION

### Administrative Officer – Safeguarding and SEND

|                  | ESSENTIAL   | DESIRABLE   |
|------------------|---|---|
| <b>SKILLS</b>    | <p>Excellent communication skills both verbal and written</p> <p>Systematic and practical with strong organisational skills</p> <p>Self-motivated with the ability to manage time effectively and prioritise workload</p> <p>Able to work under pressure and to meet deadlines</p> <p>Proficient user of ICT including Microsoft Word and Excel</p> <p>Practical and resourceful with a flexible approach to work</p> <p>Calm, patient and approachable in all situations with a strong customer care focus</p> <p>Effective communications skills</p> <p>Ability to work as part of a team or independently</p> <p>Ability to relate to both adults and students</p> <p>Able to deal with confidential information in a sensitive manner</p> |   |
| <b>KNOWLEDGE</b> | <p>Experience of working in a busy office environment, fulfilling a range of administrative duties</p>  | <p>Knowledge of Health &amp; Safety Regulations</p> |

|                       |  |   |
|-----------------------|--|---|
| <b>EXPERIENCE</b>     |  | Experience of working in a reprographics role |
| <b>QUALIFICATIONS</b> | GCSE (or equivalent) Grade C or above in English and Mathematics   | First Aid                                     |
| <b>QUALITIES</b>      | <p>Flexible, innovative and willing to embrace new ideas</p> <p>Enthusiastic and self-motivated</p> <p>Willing to develop through appropriate CPD opportunities</p> <p>Ability to develop and maintain effective working relationships within differing contexts</p> |   |