

Job Description

Safeguarding, SEND and Health & Safety Administrator

School: Windmill Primary School

Hours: 25 hours per week - exact hours/days to be negotiated

Contract: Fixed term for 24 months funded by current budget allocation. Subject to budget review possibility of extension / transfer to permanent

Responsible to: Headteacher / Senior Leadership Team (SLT)

Job Purpose

To provide efficient and confidential administrative support across safeguarding, Special Educational Needs and Disabilities (SEND), and health and safety. The postholder will play an important role in ensuring that safeguarding records are accurately maintained, actions are followed up promptly, SEND documentation is prepared effectively and health and safety information is kept up to date and accessible.

The role requires an organised, proactive and flexible individual who can manage competing priorities, exercise discretion and work collaboratively with colleagues to support the effective running of the school.

Key Responsibilities

1. Safeguarding Administration

- Provide administrative support for safeguarding matters, ensuring that records and documentation are accurate, up to date and securely maintained.
- Monitor the school's CPOMS safeguarding recording system, identifying new entries and outstanding actions and bringing these to the attention of the Designated Safeguarding Lead (DSL) or appropriate member of staff.
- Support the DSL and wider safeguarding team by following up actions arising from safeguarding meetings, discussions and recorded concerns.
- Prepare, type and distribute minutes of safeguarding meetings, ensuring that decisions, actions and responsibilities are clearly recorded.
- Manage safeguarding-related emails, drafting and responding to correspondence as appropriate and referring concerns or queries to the relevant member of staff.
- Maintain organised and confidential safeguarding paperwork, records and documentation.
- Support the preparation of information and documentation required for meetings, reviews and external agencies.
- Ensure that safeguarding information is shared only with authorised individuals and in accordance with school policies and procedures.
- Respond sensitively and professionally to confidential and potentially sensitive information, escalating urgent concerns promptly.

2. SEND and EHCP Administration

- Provide administrative support to the Special Educational Needs and Disabilities Coordinator (SENDCO).
- Arrange and support annual review meetings for pupils with Education, Health and Care Plans (EHCPs).
- Attend meetings as required, take accurate minutes and type up annual review documentation in a timely manner.
- Collate, organise and prepare information and supporting evidence required for EHCP applications, annual reviews and other statutory processes.
- Liaise with teaching staff and relevant professionals to obtain reports, advice and supporting documentation within required timescales.
- Maintain accurate, confidential and well-organised SEND records and documentation.
- Assist with the preparation, distribution and filing of SEND-related correspondence and paperwork.
- Monitor deadlines and follow up outstanding information or actions to support the timely completion of reviews and submissions.

3. Health and Safety Administration

- Support the school in maintaining accurate and up-to-date health and safety documentation.
- Update, write and distribute health and safety guidance, notices, procedures and other relevant materials as directed.
- Assist with maintaining health and safety records, checklists, registers and other documentation.
- Support the preparation and distribution of information relating to health and safety procedures and requirements.
- Monitor outstanding administrative actions relating to health and safety and follow these up with the appropriate staff.
- Assist with the organisation and recording of relevant health and safety meetings, inspections and reviews.
- Ensure that health and safety documentation is accessible to relevant staff and is stored appropriately.
- Bring identified administrative gaps, overdue actions or concerns to the attention of the appropriate member of staff.

4. General Administrative and Team Responsibilities

- Manage competing demands effectively, prioritising work according to urgency, importance and statutory deadlines.
- Maintain accurate records and complete administrative tasks to a consistently high standard.
- Communicate professionally and sensitively with staff, parents, carers and external professionals as appropriate.
- Work flexibly across the school to respond to changing priorities and operational needs.
- Work collaboratively with the Headteacher, SLT, DSL, SENDCO and other colleagues.

- Use school systems and digital platforms confidently to manage information and produce accurate documentation.
- Maintain strict confidentiality and comply with data protection requirements and school policies.
- Undertake relevant training and professional development as required.
- Carry out other reasonable duties appropriate to the level and nature of the post.

Person Specification

Essential criteria

- Experience of working in a school or a similar setting involving confidential and sensitive information.
- Experience of safeguarding procedures and an understanding of the importance of recording, reporting and escalating concerns appropriately.
- Excellent organisational skills, with the ability to prioritise competing tasks and meet deadlines.
- Strong written communication skills and a high level of accuracy when typing minutes, preparing reports and maintaining records.
- Good IT skills, including confidence using email, word processing and digital record-keeping systems.
- The ability to handle confidential information with discretion and professionalism.
- A flexible and proactive approach to work, with the ability to respond positively to changing priorities.
- The ability to work independently, use initiative and recognise when advice or support is required.
- A collaborative approach and the ability to build effective working relationships with colleagues.
- A commitment to safeguarding and promoting the welfare of children.

Desirable criteria

- Experience of using CPOMS or a similar safeguarding recording system.
- Experience of supporting a DSL or safeguarding team.
- Experience of providing administrative support to a SENDCO.
- Familiarity with EHCPs, annual reviews and statutory SEND documentation.
- Experience of preparing meeting minutes and tracking actions.
- Experience of maintaining health and safety documentation within a school or similar organisation.
- Knowledge of school safeguarding, SEND and health and safety procedures.

Personal Qualities

The postholder will be expected to demonstrate:

- **Discretion and integrity:** the ability to manage sensitive information responsibly.
- **Attention to detail:** a commitment to accuracy and high-quality administration.

- **Initiative:** the confidence to identify priorities, follow up outstanding actions and raise concerns.
- **Resilience and adaptability:** the ability to manage interruptions and changing demands in a busy school environment.
- **Professionalism:** a calm, respectful and solution-focused approach to colleagues and external contacts.
- **Teamwork:** a willingness to support colleagues across different areas of school administration.

Safeguarding Statement

Windmill Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and to act in accordance with the school's safeguarding policies and procedures.

The successful candidate will be required to undertake the appropriate pre-employment checks, including an enhanced DBS check and any other checks required for the role, in accordance with current statutory guidance.

The postholder must complete relevant safeguarding training and maintain an understanding of their responsibilities for reporting and escalating concerns.