

SEND & Safeguarding Administrator (Grade 4)

35 hours per week. 38 weeks, plus 5 INSET days (pro rata salary approximately £21,434).

Core Purpose:

- To provide high-quality administrative support for safeguarding, special educational needs and disabilities (SEND), and vulnerable pupil provision across the school.
- The postholder will play a key role in maintaining accurate records, supporting statutory processes, coordinating multi-agency communication, and ensuring compliance with safeguarding and SEND legislation.
- Working within a fast-paced Alternative Provision environment, the role requires exceptional organisational skills, attention to detail, discretion, and the ability to build positive relationships with pupils, families, social workers, local authorities, and external professionals.

Key duties:

Safeguarding Administration

- Provide comprehensive administrative support to the Designated Safeguarding Lead (DSL) and Deputy DSLs.
- Maintain accurate and confidential safeguarding records using the school's safeguarding management system.
- Record and process safeguarding concerns, referrals, disclosures, and actions in a timely manner.
- Monitor safeguarding actions and follow-up tasks to ensure completion within agreed timescales.
- Support the management of Child Protection Plans, Child in Need Plans, Early Help Assessments, and Team Around the Family meetings.
- Coordinate safeguarding meetings and prepare documentation, minutes, and reports as required.
- Maintain records relating to children in care, previously looked-after children, and pupils subject to statutory safeguarding processes.
- Liaise with social workers, Virtual Schools, local authorities, police, health professionals, and external agencies.
- Ensure safeguarding files are transferred securely when pupils join or leave the setting.
- Support the completion of safeguarding audits and compliance monitoring activities.

SEND Administration

- Provide administrative support to the SENDCo and wider inclusion team.
- Maintain accurate SEND records, including pupil profiles, support plans, intervention records, and provision maps.
- Coordinate Annual Reviews for Education, Health and Care Plans (EHCPs), ensuring statutory deadlines are met.
- Arrange and minute Annual Review meetings and multi-agency reviews.
- Gather reports and documentation from teachers, parents, pupils, and external professionals.
- Monitor and track SEND referrals, assessments, and outcomes.
- Maintain records of interventions and support programmes.
- Support the completion of SEND returns and local authority requests for information.

- Assist with applications for EHCP assessments and funding submissions.
- Ensure SEND documentation is compliant with statutory guidance and school policies.

Children in Care and Vulnerable Learners

- Maintain accurate records for children in care, previously looked-after children, and other vulnerable groups.
- Support designated staff in monitoring Personal Education Plans (PEPs) and associated documentation.
- Coordinate meetings and information sharing with Virtual Schools and social care professionals.
- Track attendance, engagement, and key outcomes for vulnerable pupils.
- Support the implementation of targeted support strategies and interventions.

Data Management and Compliance

- Ensure all records are maintained securely in line with GDPR and data protection requirements.
- Produce reports and data summaries relating to safeguarding, SEND, attendance, and vulnerable pupil groups.
- Monitor statutory deadlines and maintain tracking systems.
- Support internal and external audits, inspections, and quality assurance activities.
- Contribute to the preparation of documentation for Ofsted inspections and local authority reviews.

Communication and Partnership Working

- Act as a professional first point of contact for parents, carers, external agencies, and professionals.
- Maintain effective communication with teaching staff, pastoral teams, and senior leaders.
- Support partnership working with local authorities, social care, health services, and alternative providers.
- Promote a culture of safeguarding, inclusion, and positive outcomes for vulnerable pupils.

General Administrative Duties

- Maintain filing systems and databases.
- Prepare correspondence, reports, agendas, and meeting documentation.
- Support wider school administration as required.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Special Conditions

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to enhanced DBS checks, online checks, satisfactory references, and all safer recruitment procedures.

This role operates within a busy Alternative Provision setting supporting pupils with a wide range of SEND, SEMH, behavioural, and social care needs. The postholder will work closely with safeguarding, pastoral, and inclusion teams and will be expected to demonstrate resilience, flexibility, and a commitment to improving outcomes for vulnerable children and young people.

Criteria	Essential	Desirable
Qualifications		
GCSE Grade C/4 or above in English and Mathematics (or equivalent)	E	
Relevant administrative qualification or significant administrative experience	E	
Experience		
Experience working within an educational, safeguarding, social care, or SEND environment.	E	
Experience working within an Alternative Provision or SEMH setting		D
Experience maintaining confidential and sensitive records.	E	
Experience coordinating meetings and supporting multi-agency working.	E	
Experience using management information systems and databases.	E	
Experience working with vulnerable children and families.	E	
Knowledge		
Understanding of safeguarding legislation and statutory guidance, including Keeping Children Safe in Education.	E	
Understanding of SEND legislation and the SEND Code of Practice.	E	
Knowledge of Education, Health and Care Plans (EHCPs) and Annual Review processes.	E	
Knowledge of CPOMS, SIMS or similar systems		D
Understanding of the needs of children in care and vulnerable learners.	E	
Awareness of data protection and confidentiality requirements	E	
Skills		
Excellent organisational and time-management skills.	E	
Strong written and verbal communication skills.	E	
High level of accuracy and attention to detail.	E	
Ability to manage competing priorities and meet deadlines.	E	
Strong interpersonal skills and ability to build positive relationships.	E	
Proficient in Microsoft Office and school management systems.	E	
Ability to handle sensitive information with discretion and professionalism	E	