



# Safeguarding Compliance Officer Part time (Permanent) Application Pack

Sutton Community Academy,  
Sutton-in-Ashfield, Nottinghamshire

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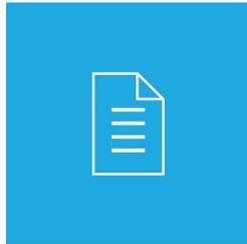
Sutton Community Academy,  
Sutton-in-Ashfield, Nottinghamshire



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Improving Education



# 01. About Academy Transformation Trust

## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.





## 02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.

This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit [www.suttonacademy.attrust.org.uk](http://www.suttonacademy.attrust.org.uk)



# 03. Job Description

Safeguarding Compliance Officer. 29.5 hours per week, Term Time only

## **Purpose**

We are seeking to appoint a Safeguarding Compliance Officer who has proven compliance and auditing experience.

The successful candidate through effective quality assurance will ensure the compliance of procedures related to statutory policies in safeguarding of children and young people

## **ROLES AND RESPONSIBILITIES**

- Work alongside the DSL and DDSL to support safeguarding standards are being met and maintained.
- Ensuring confidential files are maintained on CPOMS with sufficient detail and monitoring of the completion of actions for all.
- Monitor mandatory safeguarding training for all staff and alert the DSL weekly of any gaps to be addressed.
- Monitor risk assessment review cycle ensuring timelines are accomplished and actions are completed.
- Monitor and review medication administration records for students.
- Conduct regular assurance visits within the academy and with external partners.
- In conjunction with the DSL and DDSL provide support to academy staff.
- Ensuring own knowledge and skills are up to date with contemporary statutory policies.
- Undertaking any other duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post/grade.



## 04. How to apply

Sutton Community Academy,  
Sutton-in-Ashfield, Nottinghamshire

### Salary:

**Support Staff Pay Scale, Point 15-20:**

£22,911-£25,295 FTE (£15,748-£17,345 actual)

Part time - 29.5 hours per week, term time only

### Closing date:

Midday on Friday 13<sup>th</sup> December 2019

### Interviews:

Tuesday 17<sup>th</sup> December 2019

### Start Date:

ASAP

### Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 980055.

### Applying

Please apply by visiting

[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)

# Forward as one. Improving Education Together.

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