



An Academy Transformation Trust Secondary Academy

15-20JOB DESCRIPTION

Job Title	Safeguarding Compliance Officer
Reports to	Principal
Grade	Support Staff Pay Scale Point 15-20

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.

Signature of post holder

Date

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Signature of line manager

Date

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This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary or job title.

PERSON SPECIFICATION

<u>Essential</u>	<u>Desirable</u>
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of compliance and auditing within a safeguarding setting. • Experience of proactive actions in order to identify creative solutions to potential conflict and competing priorities. 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working in education.
<p>Training/Qualifications:</p> <ul style="list-style-type: none"> • Relevant and evidenced experience in compliance and auditing • Thorough understanding and evidence experience of implementing statutory safeguarding guidance and policies 	<p>Training/Qualifications:</p> <ul style="list-style-type: none"> • Educated to degree level in Education or Children's social care or with relevant alternative qualifications or experience (appropriate to post concerned).
<p>Knowledge of:</p> <ul style="list-style-type: none"> • Legislation, government guidance and national framework for safeguarding children. • Administration and systems (records) management skills. • In-depth knowledge of relevant statutory legislation, policy and good practice in respect of safeguarding children in education. 	
<p>Other:</p> <ul style="list-style-type: none"> • Ability to work with conflict and emotionally distressing matters in a calm and sympathetic manner. • Builds effective relationships both internally and externally. • Able to work effectively under pressure. • Able to interpret statutory policies for effective application in the academy. • Good organisational and prioritising skills. • Ability to organise own work schedules and effective time management skills 	