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* Act as the first point of contact for calls and referrals into the team ensuring that calls are answered without delay and the safeguarding inbox is checked daily.
* To appropriately signpost enquiries and / or send referrals and queries on to the appropriate member of the safeguarding team for their consideration and action.
* Assist with the DBS procedure regarding cases with content and ensure the National Safeguarding Manager is kept updated as to current cases, which need review.
* Create PowerPoint and other resources as requested by the team.
* Assist in the production of reports and statistics for board and relevant parties.
* Attend Case Management Meetings, take minutes and record actions.
* Update Globocol to create new and current cases, ensuring all relevant documents are uploaded.
* Follow up on actions for direct advice and record on the system.
* Assist with sending suspension letters, redacting relevant documents as advised and other admin duties regarding current cases.
* Assist with keeping the team’s active folders and spreadsheets up to date.
* Attendance at appropriate Safeguarding Groups, determined by the Head of Safeguarding.
* Liaise with the legal department with any admin duties as directed.
* Carry out any other duties within the scope, spirit and purpose of the job and proactively comply with organisation policies and procedures.

**Job Purpose:**

|  |
| --- |
| Act as the first point of contact for calls and  referrals into the safeguarding team, appropriately  signposting enquiries and effectively passing on to  the appropriate member of the team.  Provide administration support to the safeguarding  team. |

**Essential**

* Able to respond appropriately to a safeguarding complaint, as the first point of contact, acting with tact, understanding, diplomacy and discretion.
* Excellent communication skills, is able to select the most appropriate medium for communication
* Excellent IT skills, is proficient in the use of Microsoft Office packages along with ability to use database for recording of information
* Strong administration skills with demonstrated previous experience
* Excellent literacy and numeracy skills
* Excellent reporting and analysis skills, able to produce factual clear and concise reports from day to day recorded information e.g. minute taking
* Able to work dispassionately with the ability to distinguish between observation, facts, information gained from others, and opinion.
* Excellent team working skills

**Desirable**

* Good knowledge and in-depth understanding of child safeguarding legislation and practices
* An understanding of the statutory agencies relevant to child safeguarding, and their associated procedures and practices

**Values:**

Quality

Purpose

Togetherness

Fun

Resourceful











**Job Title:** Safeguarding Administrator

**Department:** Legal

**Reporting to:** National Safeguarding Manager

**Direct Reports:** N/A

**Location:** SportPark, Loughborough

**Grade:** 9

**Skills and experience required**

**Key responsibilities**

Job Description