



GREENWOOD
ACADEMIES TRUST

JOB SPECIFICATION
Admissions and Safeguarding Officer

Reports To: The Designated Safeguarding, Admissions & Attendance Lead

Job Summary

Why

The admissions and safeguarding Officer will work in a warm, professional and confident manner and play a key role in the ongoing health and welfare of students across the academy, supporting the DSL, DDSL & pastoral team with safeguarding matters, referrals, arranging action and reviewing services for children and families. They will also be responsible for working with prospective families to deliver an exceptional admissions experience. The successful candidate will be responsible for managing successful pupil entry to the School, through excellent customer service and communication skills when dealing with enquiries at all stages of the admissions process.

Main Responsibilities:

What

- Respond appropriately to disclosures or concerns which relate to the well-being of a child;
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required;
- To work directly with children in need and their families in the community to promote, strengthen and develop the potential of parents/carers and their children to prevent children becoming looked after and/or suffering significant harm;
- Where required, liaise with statutory agencies and ensure they have access to all necessary information;
- To initiate and refer students to outside agencies and co-ordinate referrals;
- To liaise with school staff in initiating multi-agency referrals for students;
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings;
- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours;
- To liaise with feeder primary schools prior to the beginning of each academic year in order to ensure the smooth transfer of safeguarding and medical information for the new intake.
- To create a positive first impression of the School as the primary point of contact for enquiries relating to admissions from both domestic and international pupils, ensuring a consistently prompt response time
- Lead on individual prospective parent and pupil tours of the School site, engaging confidently with the community to authentically showcase the School
- Develop positive working relationships with teaching, non-teaching and Local Authority colleagues who support the admissions process
- Keep up to date on all matters, including whole school information, which relate to admissions, as well as sector trends and news
- Ensure prospective pupil files, offer letters and joining documents and associated communication are complete, accurate and current
- Ensure all students complete entry assessments in order that they are placed in correct sets across the curriculum
- Effectively communicate with support staff, teaching staff, Leaders and Local Authority colleagues information relating to incoming students and actions
- Work collaboratively with the attendance team and conduct home visits with another member of staff to ensure the safety and wellbeing of students.
- Undertake any other tasks and responsibilities reasonably requested by the Principal

Competencies

Personal Attributes

(level expected when job is conducted to the required standard)

How

Framework
Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.

- Supports others to apply the Trust's ethos.
- Actively promotes the Trust's ethos internally and externally.
- Reliable and consistent in achieving targets.
- Contribute to the development of a whole academy initiative.
- Organises contributors to reach goals and milestones.
- Instils confidence that the objective will be achieved.
- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.

Context	<p>Development Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</p> <p>Leading Providing direction to ensure that the resources are available to achieve results in the most effective way.</p> <p>Task Management Establishing appropriate courses of action for oneself and others to accomplish.</p> <p>Communication Providing direction to ensure that the resources are available to achieve results in the most effective way.</p> <p>Problem Solving/Decision Making Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</p>	Challenge, influence and motivate others to attain high goals.								
		Embedding practice ensures highly effective professional contribution across the academy.								
		Give and receive effective feedback and act to improve personal performance.								
		Has a basic understanding of supervision / managerial and business principles.								
		Consults widely and may provide direction to achieve results.								
		Encourages openness and honesty.								
		Connects with team members and is accessible to colleagues.								
		Motivates and delegates appropriately in order to achieve objectives.								
		Sets clear objectives and checking for understanding.								
		Sets short term tasks (daily, weekly).								
	Contributes to plans for change.									
	Prioritises own workload to achieve project activities in agreed timeframe.									
	Ensures communication has met its purpose.									
	Presents complex information and concepts in a way that is simple and easy to understand.									
	Clear, concise and confident when communicating informally both verbally and in writing.									
	Creatively focuses upon solving the problem. Using different techniques/ experience from other areas.									
	Responsible for proposing what decisions should be made within the team and what needs to be referred.									
	Takes responsibility within the team form making decisions and moving things forward, requires good judgement.									
	Interfaces	<table border="1"> <tr> <td>Internal/External</td> <td>Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.</td> </tr> <tr> <td>English Language Fluency</td> <td>An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.</td> </tr> <tr> <td>People (directly/indirectly manage)</td> <td>Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.</td> </tr> <tr> <td>Travel</td> <td>You may be required to travel to academies and pupil residences as necessary.</td> </tr> </table>	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.	English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.	Travel	You may be required to travel to academies and pupil residences as necessary.
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Scope										
Education, Qualifications and Experience (EQE)	<p>Essential:</p> <ul style="list-style-type: none"> Educated to GCSE standard or above in English and Mathematics. Knowledge of Attendance, Child Protection and Safeguarding procedures, legislation and guidance. Effective use of ICT including word processing and data inputting skills <p>Desirable:</p> <ul style="list-style-type: none"> Previous experience of working directly with children in an educational setting 									
Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.									
Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.									

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.