



CANDIDATE PACK

Safeguarding Administrator



**Start date:
ASAP**

**Location:
Avalon Road,
Orpington BR6 9BD**



About Us

Bromley Beacon Academy (BBA) is a member of London South East Academies Trust, a MAT consisting of schools which are a mix of special, alternative and main stream provisions. BBA converted to academy status in February 2016 and is designated as a Social Emotional Mental Health (SEMH) school, located on three sites in the London Borough of Bromley, namely, Midfield (BTAM -KS1), Orpington (BBAO - KS2&3) and Bromley (BBAB - KS4&5) of Bexley.

At the Orpington campus (BBAO) we cater specifically for 7-13-year olds (Key Stages 2 & 3) with a hub at Bromley Trust Academy, Midfield for our Key Stage 1 pupils. The focus is on developing core skills of literacy and numeracy, whilst offering a broad range of other curriculum areas to provide real interest for our pupils.

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About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

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TRUST

Bromley Beacon Academy strives to develop pupils who are responsible and respectful with a strong moral purpose. SMSC supports this development so that our pupils become life-long learners, who play constructive roles as citizens in our diverse and multi-cultural society.

Our Values

Learning

Independence

Friendship

Emotions

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Job Description

Job title: Safeguarding Administrator

Salary: H13 on the LSEAT Harmonised Payscale

Contractual Hours: 14.4 hours (2 days per week)

Position Status: Permanent

About our vacancy

As Safeguarding Administrator, you will provide high-quality administrative support to the school's safeguarding, child protection, attendance, behaviour, welfare, and pastoral functions. Working closely with the Designated Safeguarding Lead (DSL), Deputy DSLs, pastoral staff, external agencies, pupils, and families, you will help ensure safeguarding processes are implemented effectively, records are maintained accurately and confidentially, and pupils receive the support needed to remain safe, engaged, and successful in school.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels. As all children have an EHCP and are working significantly below age-related expectations, the role is more likely to suit those who are trained/experienced within Early Years, Primary or Special settings. ECTs and those with SEN/autism experience are also welcome to apply. We operate an EYFS/Primary model of teaching up to and including Year 13 with some specialist teaching in Y10-13.

We can offer you the opportunity to make life-changing differences to children, and work with a supportive, caring, dedicated staff and MAT.



Job Description

Main purpose of the job:

To provide high-quality administrative support for safeguarding, child protection, attendance, behaviour, welfare, and pastoral systems within Bromley Beacon Academy. The postholder will work closely with the Designated Safeguarding Lead (DSL), Deputy DSLs, pastoral teams, external agencies, pupils, and families to ensure safeguarding records are maintained accurately and confidentially, and that safeguarding procedures are effectively supported.

The role is critical in promoting the safety, wellbeing, and welfare of pupils with social, emotional, and mental health needs.



Key responsibilities of the job holder:

Safeguarding Administration

- Maintain accurate, secure, and confidential safeguarding records in line with statutory guidance and GDPR requirements.
- Manage the school's electronic safeguarding system (e.g. CPOMS), ensuring records are updated promptly.
- Support the DSL and Deputy DSLs with safeguarding referrals, documentation, and case management administration.
- Record and monitor safeguarding concerns, actions, and outcomes as directed by the DSL.
- Prepare safeguarding files for pupils transferring in or out of the provision.
- Ensure safeguarding information is shared appropriately and securely with receiving schools and relevant agencies.
- Assist in monitoring the progress and status of safeguarding cases and follow up on outstanding actions.
- Maintain safeguarding chronologies and audit records.

Child Protection and Multi-Agency Working

- Coordinate meetings related to safeguarding, child protection, Early Help, Team Around the Family (TAF), Child in Need (CIN), and Child Protection (CP) processes.
- Prepare agendas, documentation, and minutes where required.
- Act as an administrative point of contact for safeguarding partners and external agencies.
- Maintain accurate records of communications with social care, police, health services, and other professionals.
- Support the DSL in responding to information requests from external agencies.
- Attendance and Welfare Monitoring
- Assist in monitoring attendance, punctuality, persistent absence, and welfare concerns.
- Support home visits and welfare checks through effective record keeping and administration.
- Produce attendance and safeguarding reports for leadership teams as required.
- Identify patterns of concern and bring these to the attention of the DSL.

SEMH and Pastoral Support

- Support administrative processes linked to pupil wellbeing, emotional regulation, behaviour support, and pastoral interventions.
- Maintain records relating to wellbeing support, mentoring, and intervention programmes.
- Assist with communication between school, families, and external professionals.
- Support the tracking of vulnerable pupils and those at risk of exclusion or disengagement.

Compliance and Record Keeping

- Ensure safeguarding files are compliant with Keeping Children Safe in Education (KCSIE) and local authority requirements.
- Support safeguarding audits and inspections, including preparation of evidence and documentation.
- Maintain training records and support the administration of safeguarding training.
- Assist with the monitoring and renewal of safeguarding-related policies and procedures.
- Maintain confidentiality at all times.

General Administrative Duties

- Provide administrative support to safeguarding, behaviour, attendance, and pastoral teams.
- Produce reports, correspondence, letters, and records as required.
- Maintain diaries, meeting schedules, and appointment systems.
- Undertake filing, scanning, and secure storage of records.
- Participate in relevant training and continuous professional development.

General Requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

Person Specification

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Qualifications	Essential	Desirable
GCSE English and Mathematics (Grade C/4 or above) or equivalent.	√	
Relevant administrative qualification or significant administrative experience.	√	
Experience	Essential	Desirable
·Experience working in an administrative role within education, children's services, or a safeguarding environment.	√	
Experience maintaining confidential and sensitive records.	√	
Experience using management information systems and Microsoft Office applications.	√	
Experience working with vulnerable children and families or supporting safeguarding processes.	√	
Experience of using CPOMS or similar safeguarding systems.		√
Experience within a SEMH, alternative provision, special school, or SEND setting.		√
Knowledge and Skills	Essential	Desirable
Understanding of safeguarding and child protection principles.	√	

Knowledge of Keeping Children Safe in Education (KCSIE).	√	
Understanding of confidentiality, GDPR, and information-sharing protocols.	√	
Awareness of SEMH needs and the challenges faced by vulnerable young people.	√	
Excellent organisational and administrative skills.	√	
High level of accuracy and attention to detail.	√	
Ability to manage sensitive information appropriately.	√	
Strong interpersonal and communication skills.	√	
Ability to work under pressure and manage competing priorities.	√	
Strong IT and data management skills	√	
Ability to work collaboratively as part of a multidisciplinary team.	√	
Knowledge of attendance, behaviour, and welfare procedures.		√
Minute-taking experience.		√

Safeguarding Statement

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 applicant will be subject to an enhanced DBS check, satisfactory references, social media checks, and all other safeguarding recruitment requirements in line with Keeping Children Safe in Education.

Key Relationships: DSL, Deputy DSLs, Headteacher, SENCO, Pastoral Team, Attendance Team, Social Workers, Local Authority Officers, Parents/Carers, Health Professionals, and other safeguarding agencies



How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

