



Isle of Wight Council Job Description

Identifying Facts	
Title of Post: Safeguarding Administrator	
Directorate: Children's Services	Post No:
Section: Lionheart School – Cowes	Date: ASAP
Responsible to: Attendance and Safeguarding Lead	

Lionheart School is a provision that supports some of the most vulnerable children on the Isle of Wight. We provide a stimulating, nurturing environment for a range of students who for a variety of reasons are unable to attend mainstream schools. This could be due to medical needs, being emotionally vulnerable or having behavioural difficulties.

Due to the expansion of Lionheart school and the creation of the Cowes campus we are seeking to appoint a safeguarding administrator.

Job Purpose

The Safeguarding Administrator provides high-quality administrative support to the safeguarding team, ensuring the effective management of safeguarding records, referrals, and reporting processes. They help maintain a safe environment by supporting compliance with safeguarding policies, statutory guidance, and organisational procedures. Previous experience would be an advantage.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Safeguarding

3. Every post holder at the school has responsibility for safeguarding and promoting the welfare of students and staff at the school.

Principal responsibilities

Administrative Support

- Provide day-to-day administrative support to the Safeguarding Lead and wider safeguarding team.



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- Prioritising and escalating concerns appropriately.
- Organise safeguarding meetings, case conferences, and multi-agency discussions.
- Prepare and distribute agendas, minutes, and documentation with confidentiality and accuracy.

2. Record Keeping & Data Management

- Maintain secure safeguarding files in line with statutory requirements and organisational policies.
- Update digital case management systems with accurate, timely information.
- Ensure all safeguarding documentation is stored confidentially and complies with data protection legislation (e.g., GDPR).
- Support audits, data collection, and the preparation of safeguarding reports for senior leadership or external agencies.

3. Referral & Case Coordination

- Assist in processing internal safeguarding referrals and logging concerns.
- Track open cases, ensuring follow-ups are completed and recorded.
- Liaise with external agencies (e.g., social care, police, health services) as directed by the Safeguarding Lead.

4. Compliance & Policy Support

- Support the implementation and review of safeguarding policies and procedures.
- Help ensure staff training records are up-to-date and coordinated, including induction, refresher, and specialist training.
- Assist with compliance checks and safeguarding audits.

5. Communication & Support

- Act as a point of contact for staff, students, parents, or service users requiring safeguarding guidance (non-advisory; signposting only).
- Promote safeguarding awareness across the organisation through communication, materials, and event.

Generic Tasks

1. To work flexibly across the school or in other educational settings, including delivering home tuition, as required.
2. To teach pupils to effect maximum personal and educational progress and maintain curriculum continuity.
3. To complete teacher assessments, reports and records on a systematic basis.



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4. To provide ongoing monitoring and assessment of students within the school and in partnership with schools and local authority support services.
5. To assist with the implementation and review of student Risk Assessments, IEPs or similar.
6. To make an active contribution to the development of the school.
7. To develop and maintain up to date personal knowledge and expertise in your areas.
8. To have responsibility for safeguarding and promoting the welfare of children and young people in the school.
9. To undertake additional tasks as required under the direction of the Headteacher.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the post holder, it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment, the post holder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.