



THE ROLE

Safeguarding Administration Assistant

Department:	Safeguarding
Role Code:	TBC
Grade/Role:	Grade 4
Responsible to:	Safeguarding Manager
Responsible for:	No line management responsibility
Date Issued:	Sept 2022

Job Purpose:

To protect and save life, property and the environment by supporting the Safeguarding Team. Supporting the processing of all safeguarding referrals in respect of members of the public, assessing them against local thresholds and supporting all admin requirements within the team.

Main Duties and Responsibilities:

1. Provide general support and assistance in all areas of administration within the Safeguarding Team. To travel within and outside of the county when required.
2. Process and record incoming safeguarding referrals, mail and retrieving appropriate documents and data as required. Attend meetings, taking and distributing minutes.
3. To complete basic statistics and produce reports. To maintain effective service recording and online filing systems. To maintain, update and process work on CFRMIS and other databases.
4. To receive sensitive information and provide confidential administrative support to staff within the Safeguarding Team.
5. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
6. Any other duties commensurate with the responsibilities and grading of the post.