

Safeguarding Administrative Assistant

£17,323

35 Hours per week, Term Time Only + Inset days

To Start As Soon As Possible

Ripplevale School and College is seeking to appoint a Safeguarding Assistant to provide support to the Safeguarding team to effectively manage and reduce risk of harm for pupils.

The role will involve working with external agencies, colleagues within Ripplevale and will ensure that all matters relating to safeguarding concerns are dealt with swiftly and appropriately in line with statutory guidelines.

The successful candidate will be expected to work to highest levels of confidentiality. Some of the information shared with you may be upsetting at times and we ask that you take this into consideration before you apply.

The successful applicant will be required to provide administrative support to the Safeguarding Team, arranging meetings, collating information and supporting with preparing reports. You will be working with pupils with varying levels of risk, respond to and plan to meet individual pupil's needs, with advice and guidance from the Safeguarding Officer.

If you feel that this is the role for you then please complete an application form available on the website or ask HR and we will email this to you.

Applicants are strongly advised to apply early for this post as we reserve the right to close a vacancy prior to the closing date if a high number of applications are received.

Completed application forms to be returned to HR@ripplevaleschoolrochester.co.uk

Application deadline: Friday 14th March 2025