



## **Academy Safeguarding Administrator**

**Pay Range – Local Government Pay Scale Point 6**

**FTE £23,893 (Pro Rata £20,990)**

**Full Time, Term Time plus 1 week**

**8am to 4pm**

**Legra Academy Trust provides high quality, high impact early years, primary and secondary education in Essex. Working together, we make a huge impact on the lives and education of both our young people and staff. We are committed to providing professional development for both our staff and governors, in order to achieve sustainable improvement.**

As an Academy Safeguarding Administrator, you will be responsible for the smooth day to day running of the Safeguarding Administration and Compliance by providing administrative support to the Senior Safeguarding Leaders Team. This will include co-ordinating Academy Compliance to Safeguarding amongst other tasks. Applicants should be happy to work independently with ability to work in a fast pace educational environment.

### **The Ideal candidate will Ideally have but not essential:**

- Administrative Background, with knowledge of Microsoft Packages.
- Experience working in a school with Safeguarding Procedures and Practices
- Attention to detail in relation to compliance and time management.
- The enthusiasm, energy and determination to make an impact on the quality of education at our school.

We can offer you:

- Excellent professional development opportunities.
  - Modern facilities and equipment.
    - Use of Gym.
    - Cycle to Work Scheme
  - Local Government Pension Scheme
- Staff wellbeing events throughout the year.

*Legra Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Following safer recruitment procedures, this appointment will be subject to an enhanced disclosure from the Disclosure Barring Service, Social Media checks and satisfactory references. Belfairs Academy is an equal opportunities employer and we are committed to positive employment policies to promote equal opportunity in employment.*

Please send completed application forms to:- [emma.lipscombe@legratrust.org.uk](mailto:emma.lipscombe@legratrust.org.uk)

**Closing Date for Applications: 8<sup>th</sup> October 2024**

**Interviews w/c: 14<sup>th</sup> October 2024**