

# SAFEGUARDING SUPPORT ASSISTANT



## Role Profile

<b>Title</b>	Safeguarding Support Assistant	
<b>Grade</b>	GRADE D	
<b>Reference:</b>	N980	
<b>Reports to:</b>	Safeguarding Business Manager	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	<p>Delivering high quality effective safeguarding support to the Plymouth Safeguarding Children Partnership (PSCP), and to make a positive solution focused contribution towards the achievement of the PSCP vision and objectives.</p> <p>To maintain and develop operational systems and procedures to support business requirements. Day to day management of projects and activities including financial and budgetary support.</p>	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>Support the co-ordination of the PSCP and its groups, ensuring the production and dissemination of accurate and timely minutes, action planning and notes (30%)</li> <li>Provide administrative support in the co-ordination of Child Safeguarding Practice Review processes and Framework and the PSCP Quality Assurance Framework (15%)</li> <li>Contribute to the development and effectiveness of the PSCP and its working processes, ensuring that they are in line with best practice, and advising and supporting partner agencies on PSCP purpose, functions and processes (15%)</li> <li>Support effective and timely communication and review of outcomes from child safeguarding practice reviews (10%)</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>Production of draft minutes for checking by PSCP and Group Chairs within 3 working days</li> <li>Minutes and items identified and agreed by PSCP and Groups are disseminated and uploaded onto MS Teams Channels within 10 working days of decision/meeting</li> <li>Working processes operate smoothly and timely with any potential issues highlighted to the Business Safeguarding Manager at the earliest opportunity</li> <li>Action plans are maintained and up to date and progress against actions transparent and able to be tracked</li> <li>PSCP website up to date and supporting PSCP purpose, functions and processes</li> <li>New PSCP agency representatives report high satisfaction on receipt of timely qualitative inductions</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Develop and maintain systems appropriate for administrative, quality assurance and statistical requirements (10%)</li> <li>▪ Ensure the PSCP website is up to date and provides good quality information on the work of the PSCP and other related safeguarding issues (10%)</li> <li>▪ Carry out inductions for new PSCP agency representatives (5%)</li> <li>▪ Provide administrative support to the Safeguarding Business Manager in the assessment of Licensing and Gambling applications to determine whether or not they meet objective E) of the Licensing Act 2003 (protection of children from harm) and the Gambling Act 2005 (5%)</li> </ul>	
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Ensuring room booking, virtual meeting platforms, diary management and invitations are in place for PSCP meetings and assist the Safeguarding Business Manager in the circulation of agendas and papers (15%)</li> <li>▪ Accurately minute the meetings of the PSCP ensuring that these are circulated within 10 working days of a meeting as a minimum (15%)</li> <li>▪ Develop and maintain operational systems, ICT systems and procedures to support the business requirements of the PSCP (15%)</li> <li>▪ Contribute to project work in relation to the ongoing development of the PSCP priorities, business processes and operational requirements to support its vision and objectives (15%)</li> <li>▪ Provision of administrative support in the co-ordination of a quality assurance activities and child safeguarding practice reviews (10%)</li> <li>▪ Monitoring the progress of work undertaken against PSCP Group plans, liaising with lead officers across the partnership and updating plans (10%)</li> <li>▪ Develop, monitor, maintain and update the content and use of the PSCP website; ensure that information is regularly uploaded to the website to promote quality assurance and safeguarding practice improvements (7%)</li> <li>▪ Undertake support/administrative tasks identified during PSCP meetings.</li> <li>▪ Maintain a bank of evidence around work undertaken to offer support in statutory inspections, e.g. Ofsted (7%)</li> <li>▪ Alongside the Safeguarding Business Manager research national best practice and working to develop PSCP business requirements and activities in response to changing safeguarding landscape (4%)</li> <li>▪ Undertake journal transfers, process invoices for payment and raise debtor invoices to ensure income is received in a timely manner and raise orders</li> </ul>	

	<p>as required including the purchase of a wide range of services and equipment (2%)</p> <ul style="list-style-type: none"> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ GCSE Maths and English A-C / 9-4 or equivalent</li> <li>▪ Working knowledge and understanding of child safeguarding and the role of multi-agency safeguarding arrangements</li> <li>▪ Up to date knowledge of Microsoft Office packages</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Web authoring skills</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of minute taking</li> <li>▪ Experience of using Microsoft Office packages</li> <li>▪ Experience of providing administrative support in a team environment</li> <li>▪ Experience of working in multi-agency environment</li> <li>▪ Experience of liaising with and working with other professionals</li> <li>▪ Experience of delivering excellent customer care</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communication and interpersonal skills with the ability to maintain good working relationships with colleagues and external organisations</li> <li>▪ Ability to bring a flexible approach to working arrangements, working to tight deadlines and changing priorities</li> <li>▪ Accuracy and attention to detail</li> <li>▪ Solution focused</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	