

Job Description

Operational Safeguarding Officer

Job Title:	Post No: FHSOSO	Grade: HC08 equivalent
Operational Safeguarding Officer		
Organisational information:		
Responsible to:		
Headteacher		
Professionally responsible to:		
Designated Safeguarding Lead		
Responsible for:		
Day to day management of the safeguarding team.		
Whole school safeguarding with the support of the DSL & operational management of daily safeguarding provision.		
Key relationships/Functional links with:		
Internal:		
Headteacher, DSL, Senior Leadership Team, Head of Key Stage, Faculty Heads		
External:		
External agencies, parents, carers, children and young people, health services, Herefordshire Local Authority		
Main Responsibilities / Accountabilities		
The job holder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation.		
<ul style="list-style-type: none"> • Act as Operational Safeguarding Officer • Take lead responsibility for child protection and safeguarding across the school. • Manage referrals to Children’s Social Care, the Local Authority Designated Officer (LADO), Channel Panel, police, and external agencies where appropriate. • Maintain accurate, confidential, and up-to-date safeguarding records and systems. 		

- Ensure safeguarding concerns are responded to promptly, effectively, and in line with school policy.
- Monitor and support students identified as vulnerable or at risk.
- Lead safeguarding meetings, case conferences, and multi-agency meetings.
- Ensure safeguarding policies and procedures are reviewed and implemented effectively.
- Provide safeguarding advice, guidance, and support to staff.
- Deliver safeguarding training and updates to staff and governors.
- Promote a strong safeguarding culture across the school.
- Safeguarding on call rota during school holidays with DSL and DDSLs.

Safeguarding Team Management

- Lead and manage the safeguarding team.
- Work closely with DSL, Heads of Key Stage, SENDCo, pastoral staff, and senior leaders to support student progress and wellbeing.
- Manage on-call holiday systems and student support provision where applicable.
- Support school behaviour management processes and restorative approaches in line with ARC approach
- Coordinate support plans and risk assessments for vulnerable students.
- Coordinate the delivery of early help assessments and targeted interventions

Multi-Agency Working

- Develop strong partnerships with external agencies and professionals.
- Liaise with parents/carers regarding safeguarding and welfare concerns.
- Attend and contribute to safeguarding and professional meetings.
- Coordinate early help assessments and targeted interventions.

Compliance and Record Keeping

- Ensure safeguarding and student records are accurate, secure, and compliant with GDPR requirements.
- Maintain safeguarding databases and reporting systems.
- Prepare reports for senior leaders, governors, and external agencies as required.
- Support safeguarding audits, inspections, and monitoring activities

General Responsibilities

- Promote equality, diversity, and inclusion.
- Maintain confidentiality and professionalism at all times.
- Participate in training and professional development relevant to the role
- Undertake any additional duties appropriate to the grade and nature of the role.

Other information:

- Disclosure type: enhanced.
- will be required to undertake safeguarding training.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the School's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the School's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

May 2026

Personal Specification

Job Title: Operational Safeguarding Officer

Post No: FHSOSO

Grade: HC08 (Equivalent)

All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none">• Experience working within safeguarding, child protection, pastoral care, or student welfare in a school or educational setting.• Experience managing complex safeguarding cases.• Experience working with external agencies and multi-agency teams.• Experience supporting vulnerable young people and families.• Experience leading or managing staff teams.	
Skills and Abilities	<ul style="list-style-type: none">• Excellent communication and interpersonal skills.• Strong organisational and record-keeping abilities.• Ability to manage sensitive and confidential information.• Ability to remain calm under pressure and make sound decisions.• Strong leadership and team management skills.• Ability to build positive relationships with students, families, staff, and external professionals.	
Qualifications and Knowledge	<ul style="list-style-type: none">• Relevant safeguarding qualification or willingness to complete DDSL training.• GCSE English and Maths (Grade C/4 or above) or equivalent.• Relevant degree or professional qualification in education, safeguarding, youth work, social care, counselling, or related field.	

Skills and Knowledge	<ul style="list-style-type: none"> • Strong knowledge of: • Keeping Children Safe in Education (KCSIE) • Children Act legislation • Safeguarding and child protection procedures • Behaviour, attendance, and pastoral support strategies • Early Help and multi-agency working • Online safety and contextual safeguarding • Excellent communication and interpersonal skills. • Strong organisational and record-keeping abilities. • Ability to manage sensitive and confidential information. • Ability to remain calm under pressure and make sound decisions. • Strong Leadership and team management skills. • Ability to build positive relationships with students, families, staff, and external professionals. <p>This role may involve some safeguarding and visits to homes (never undertaken alone)</p>	
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All staff are:

- Accountable for their work and should ensure that work output and quality is of the highest quality and in accordance, where appropriate, with current regulations/legislation/school standards, policies and procedures.
- Responsible for their own continuous self-development in order to enhance their own performance and expected to undertake relevant training and development.