

	Role Profile
Job Title	Safeguarding Administrator

Salary range	Point 28
Contract	Part time/Permanent
Main location	Portland College
Hours and basis	22.5 hours
Reports to	Director of Care & Designated Safeguarding Lead
Date of issue	September 2026

Why Portland College needs this role
Portland College is a charity providing education, care and work opportunities to people with disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. There are 200 learners and citizens and 400 staff. The role performs administrative duties that supports the effective management of the College Safeguarding Team
What you will be doing
Key responsibilities: • Provide administrative support to the Safeguarding Team and Designated Safeguarding Lead (DSL). • Accurately input, update and maintain safeguarding information on relevant systems, databases, trackers and records. • Upload and maintain safeguarding documentation, ensuring information is accurate, complete, secure and accessible only to authorised personnel. • Support the preparation of safeguarding reports, data, audits and quality assurance information as required. • Provide administrative support for safeguarding meetings, including preparing agendas, taking accurate minutes, maintaining action logs and securely circulating documentation. • Ensure safeguarding information or correspondence requiring professional review is promptly brought to the attention of the appropriate safeguarding lead. • Maintain strict confidentiality and handle sensitive information professionally and in accordance with safeguarding procedures and data protection requirements Care Administration • Provide flexible administrative support across care services, including during periods of increased workload or staff absence. • Create, update and maintain accurate citizen/learner records, documentation and information on Data-bridge and other approved systems in line with data protection requirements. • Produce reports and trackers and support quality assurance, audits and the annual quality cycle as required. • Provide professional communication and meeting support, including correspondence, agendas, accurate minutes and action records. • Maintain up-to-date service information and undertake other appropriate administrative duties as reasonably required. • Maintain compliance with Health, Safety & Infection Control Policy & Procedures, uphold accountability in minimizing H&S and infection risks, and report such.
Key results we want to see from this role (Direction and Pressure of Work)
• Compliance with all regulatory standards to achieve of CQC Outstanding rating.



Role Profile

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Safeguarding Administrator

- Safeguarding records and documentation are accurate, confidential, up to date and maintained within required timescales.
- The Safeguarding Team and DSL receive reliable and responsive administrative support, including effective management of meetings, action logs and documentation.
- Maintain organised, compliant records while supporting wider care administration needs.

Dimensions of the role (Managerial & supervisory and accountability)angel

- Work as part of the Care Administration Team, with safeguarding administration as the primary focus while providing flexible support and cover to the wider care administration function as required.
- Maintain strict confidentiality, work closely with the DSL, Safeguarding Team and care management, and refer safeguarding decisions and professional judgements to appropriately authorised staff.

Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day to day duties as administrative tasks are performed. These will include but not limited to SMT, care department staff, other college department staff, parents, social workers, commissioners, etc.
- May interact with Learners and citizens as part of everyday tasks.

Working Environment and working patterns

- Within the care department administrative office, with periods of work within individual service areas as required
- Work contracted hours within agreed flexibility
- Agree to undertake additional administrative activity as necessary involving additional paid hours in the evening and weekends in line with business needs

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile