

Job title: Designated Safeguarding Lead, Health & Safety Lead and SLT Policy & Project Support

Mission: To ensure that Hastings School complies with Cognita policies and procedures in relation to Safeguarding, Health and Safety and manage the training requirements of all staff. Coordinate projects and update policies that require knowledge of how the whole school functions, both operationally and educationally.

KPIs	Functions	Skills
• Audits • Peer and virtual reviews • VoE	• Whole School Child Protection and Well-Being Coordinator • Health and Safety Coordinator • Lead on biennial on-site and virtual audits. Support HR audits in relation to safer recruitment. • Working with SLT, HR and SCP to ensure that the training requirements are well managed, and budget is used efficiently. • Working with others in similar roles across Spain to support dissemination of best practice • Ensure policies are updated regularly and staff are aware of any changes • Support SLT and admin teams in MIS changes and implementation • Support the parent social committee in the organisation of events • Work with Communications Coordinator to develop the alumni association. • Work with the SLT to manage specific projects that arise as and when deemed appropriate • Under a minor teaching or administrative role (ie 30%)	• Good communication skills • The ability to multi-task and prioritise effectively • Strong organisational skills. • Ability to work in a team and with different teams • Ability to work under pressure. • A working knowledge of Spanish to fulfil the role requirements
Values • Caring • Curious • Successful • Globally Minded		

Profile:

- Someone with an educational background and experience dealing with a range of relevant issues within Safeguarding, Health & Safety and Whole School Projects

Hierarchical dependency:

- Direct Report: Principal
- Indirect Reports: Regional Safeguarding and Health and Safety Leads

Safeguarding Responsibilities

"Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks, to the maximum extent permitted by law will be undertaken before any appointment is confirmed"

Signed: Name (Print): Date: