



Job Description & Person Specification

Job Title:	Welfare and Thrive Administrator
Location:	Godmanchester Community Academy
Reports to:	Headteacher

Purpose

To provide proactive support for pupil welfare, safeguarding, and attendance while contributing to the smooth running of the school office.

The postholder will act as a **Deputy Designated Safeguarding Lead (DDSL)** and **Mental Health First Aider**, supporting both administrative and pastoral functions of the school. They will be the first point of contact for parents with concerns about their child's attendance, emotional wellbeing, or welfare, and will play a key role in early intervention, record keeping, and multi-agency liaison.

They will work as part of the office and pastoral teams to uphold the school's values of Kindness and Hard Work, ensuring all pupils feel safe, supported, and ready to learn.

Duties & Responsibilities

Welfare, Safeguarding & Pastoral Support

- Act as a Deputy Designated Safeguarding Lead (DDSL), supporting the DSL in maintaining high standards of safeguarding across the school.
- Receive and record safeguarding concerns in line with Keeping Children Safe in Education and school policy.
- Support pupils who are vulnerable or experiencing social, emotional, or mental health (SEMH) difficulties through regular check-ins and mentoring.
- Act as a mentor (trusted adult) for identified pupils.
- Provide immediate and appropriate response as a Mental Health First Aider for pupils and staff.
- Liaise with social care, Early Help, and other agencies, attending meetings (e.g. Team Around the Family, Child in Need, Child Protection) as required.
- Keep accurate, confidential, and up-to-date records using the school's safeguarding systems (MyConcern).

Attendance and Pupil Welfare

- Act as the first point of contact for parents with concerns about attendance, anxiety, or emotionally based school avoidance (EBSA).
- Conduct first-day response calls and follow up on absences promptly.
- Work collaboratively with the Attendance Officer and DSL to monitor attendance data, identify patterns, and plan interventions.
- Support families to address barriers to attendance through meetings, home-school communication, and practical support.
- Support the reintegration of pupils returning from long-term absence or welfare-related issues.

Godmanchester Community Academy is committed to promoting safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.



<ul style="list-style-type: none"> Lead or contribute to the development of attendance contracts, Early Help Assessments (EHAs), and targeted action plans.
Family and Community Liaison
<ul style="list-style-type: none"> Build positive, supportive relationships with parents and carers to promote trust and early engagement with the school. Signpost families to external agencies and community services to support wellbeing, attendance, and family stability. Communicate outcomes and updates to relevant staff sensitively and appropriately. Represent the school professionally in meetings with families and professionals.
Administration and Office Support
<ul style="list-style-type: none"> Work as part of the school's administrative team to ensure the smooth day-to-day running of the office. Provide a friendly and professional reception to pupils, staff, parents, and visitors. Support with maintaining accurate pupil records, including safeguarding, attendance, and welfare data. Support senior leaders with administrative tasks related to safeguarding and attendance (e.g. preparing reports, scheduling meetings, maintaining registers). Assist with updating information systems such as Arbor and ensuring compliance with data protection requirements. Contribute to wider school administration as needed, including communications and data returns.
Health, Safety and Professional Responsibilities
<ul style="list-style-type: none"> Undertake mental health first aid responsibilities in line with training. Adhere to the provisions of the Safeguarding and Child Protection Policy, the Trust Code of Conduct, and the requirements of Keeping Children Safe in Education (KCSIE). Act with due care for the health, safety, and welfare of themselves and others in accordance with school policy. Participate in ongoing professional development, supervision, and training related to safeguarding, attendance, and mental health. Maintain confidentiality and professionalism at all times.
Appraisal or review of performance
<ul style="list-style-type: none"> To participate in the current arrangements made for appraisal or review of your performance. To participate in arrangements for your further training and professional development, including training and professional development to meet needs identified in appraisal or review of performance.
Health and Safety
<ul style="list-style-type: none"> Act during their employment with due care for the health, safety and welfare of themselves, other employees and other persons in accordance with the schools Health and Safety Policy.



Safeguarding
<ul style="list-style-type: none">To adhere with the provisions of the school and Trust policies, in particular the school policy for Safeguarding and Child Protection. The Trust Code of Conduct and the requirements of Keeping Children Safe in Education.


This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Welfare and Thrive Administrator)

Signed..... (Headteacher)

Date.....



	Godmanchester Community Academy Person Specification: Welfare and Thrive Administrator	
Criteria	Desirability	
QUALIFICATIONS		
A commitment to developing professional skills	Essential	
Educated to GCSE Level or equivalent (GCSE A-C/4-9 in English & Mathematics or equivalent NVQ3)	Essential	
EXPERIENCE		
Strong information and communication technology (ICT) skills	Essential	
Providing administrative support	Essential	
Excellent planning and organisational skills	Essential	
Ability to work under pressure and meet deadlines	Essential	
Ability to interpret and work within the boundaries of legislation, policy and guidance relevant to the post	Essential	
Ability to work pro-actively and identify ways to support the smooth running of the school	Essential	
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Ability to communicate complex information both orally and in writing in a clear, concise and articulate way	Essential	
Experience of working with young people	Desirable	
Knowledge and experience of restorative practices	Desirable	
PROFESSIONAL COMPETENCE		
Commitment to promoting and safeguarding the welfare of all pupils	Essential	
Ability to form sound relationships with colleagues and the wider school community	Essential	
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Ability to demonstrate active listening skills	Essential	
High degree of discretion in dealing with confidential information	Essential	
Interest in working with young people	Essential	
Ability to prioritise and manage a heavy workload and conflicting demands whilst working to deadlines	Essential	

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Ability to work as part of a team	Essential
Good time keeping skills	Essential
Experience of working as a DDSL or a willingness to undertake appropriate training	Desirable