

## ST PETER'S SCHOOL – BOURNEMOUTH

### Job Description

Job Title	Pupil Premium and Safeguarding Administrator
Post Holder	
Salary Grade	Grade D Scale Point 6 - £22,727 (actual) gross per annum
Contractual Weeks	Term Time plus 5 additional days (this is spread over Parents evenings x 5 and 2 revision days one at February half term and another at Easter)
Contracted Hours	37 hours per week

### KEY ROLE AND RESPONSIBILITIES

Based in Student Hub /Safe Guarding Lead office, to provide administrative support for both the Pupil Premium Primary and Secondary programmes and Safeguarding of secondary students.

### MAIN DUTIES

The main duties of the role will include the following:

- Work with the Assistant Head (PP and DSL) providing administration support in respect of Pupil Premium and safeguarding support.
- Work with the Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL) and Pastoral Support Workers (PSW) to assist in administrative duties on a daily basis to be undertaken around the work of Pupil Premium. Including but not limited to, reporting, meeting notes, transfer files etc.
- Review, update and refresh the PP programme process to include increased parental engagement, heighten awareness of the programme and convert resources to digital format in accordance with GDPR.
- Planning intervention schedules for intervention staff.
- Liaise with BCP to support the BCP Service level agreement within the school, this includes but not limited to maintaining the Free School Meal database.
- Provide support when required to the School Attendance Officer and Student Hub.
- Provide First Aid support and occasional cover for the student medical facility (when required) (Note: First Aid at Work training is required and will be provided).
- Monitor and introduce changes from the DFE for FSM/NRPF/Refugees.
- Manage the storage and sale of second-hand school uniform.
- Overview of PP budget with regard to Finance, assets and wider PP aspects.

### SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, Assistant Head (Pastoral) or School Business Manager.

**Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.**

Signed

Post holder

Date



Signed

Headteacher

Date 22.1.2026

Agreed: January 2026

Review: