BISHOP WORDSWORTH'S SCHOOL
Exeter Street, Salisbury, SP1 2ED
Tel: 01722 333851
Headteacher: Mr M Baxter

SAFEGUARDING & VULNERABLE PUPILS SUPPORT OFFICER VACANCY

- **Start date:** 04 January 2027
- **Hours**: Up to 37 hours per week / 39 weeks per year (term time)
- ***The School welcomes applications from candidates seeking either full-time or part-time employment. The precise hours and working pattern will be agreed with the successful candidate, taking account of the operational requirements of the role.***
- **Contract:** Permanent
- **Salary:** BWS Support Staff pay scale Grade F-G Points 20 – 25 (£26,542 - £30,951) Salary will be calculated pro rata for part-time appointments according to the agreed hours.
- **Pension:** Local Government Pension Scheme
- **Deadline for Application:** Sunday 06 December 2026
  (We reserve the right to close this vacancy early if a suitable candidate is found. We encourage early applications to avoid disappointment)

We are seeking a caring, organised and experienced professional to join Bishop Wordsworth's School as our Safeguarding and Vulnerable Pupils Support Officer.

This is a new role to the school and will provide operational support to the Designated Safeguarding Lead (DSL) and coordinate targeted support for pupils with additional or complex vulnerabilities. The postholder will undertake the responsibilities of a Deputy Designated Safeguarding Lead (DDSL), with a particular focus on vulnerable pupil casework, intervention and coordinating support.

Working closely with the DSL, pastoral team, Heads of Year and School, SENDCo, Attendance Officer, families and external agencies, the postholder will help ensure that pupils receive appropriate and timely support.

What We Are Looking For:

- A sound understanding of safeguarding practice and a commitment to promoting pupils' welfare.
- Strong professional judgement and the ability to respond sensitively to complex or confidential situations.
- Excellent communication skills and the ability to build positive, trusting relationships with pupils, families and colleagues.
- Good organisational skills, with the ability to manage casework, maintain accurate records and follow up concerns promptly.
- The ability to work collaboratively with school staff and external agencies.
- A reliable, flexible and proactive approach, with a willingness to undertake Deputy DSL training and ongoing professional development.

What We Offer:

- Full training and support
- Term-time working, ideal for work-life balance.
- A supportive and welcoming team environment.
- Local Government Pension Scheme.
- Cycle to Work scheme.
- Access to onsite sports facilities and gym.

How to Apply

For further details and an application form, please visit the school website
https://www.bishopwordsworths.org.uk/about-us/vacancies

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that our recruitment and selection practices reflect this commitment. The successful applicant will be subject to an Enhanced Disclosure and Barring Service (DBS) check, together with other relevant pre-employment checks, including satisfactory references and verification of their suitability to work with children. Online searches, including relevant publicly available social media information, will be undertaken for shortlisted candidates as part of our safer recruitment procedures, in accordance with Keeping Children Safe in Education.