

Job Advert

Job Title	Pastoral and Operational Safeguarding Lead
Location	Montgomery Primary School, EX4 1BS
Reporting to (job title)	Headteacher/School Leadership Team
Service/Section/School	Support staff
Grade	E 16-22
Salary	£30,518 - £33,699 (pro-rata £24,485)
Job Term	Permanent
Hours per week	33.75 hours per week Monday – Friday 8.30 – 3.45
Weeks per year	Term time only – 38.5 weeks
Closing date	08/09/2025
Interview date	11/09/25
Effective date	September/October 2025

Montgomery Primary School

At Montgomery Primary School, we strive to provide the best possible opportunities and outcomes for the children in our community. Our recent Ofsted inspection graded us **good** in all areas. Our hardworking and dedicated staff collaborate to achieve excellence in teaching and learning, ensuring that each child's needs are met through a personalised approach that values their individuality and the unique backgrounds of their families.

We are driven by our commitment to "Taking Care of the Future," empowering children from all backgrounds to maximise their potential, regardless of their talents. We work hard, fostering a culture where children are encouraged to challenge themselves, work collaboratively, and develop independence in their learning journey. We believe in nurturing responsibility, enabling pupils to deepen their knowledge and skills by leveraging their strengths and interests.

While academic success and progress are vital, we prioritise the happiness and safety of our pupils, fostering an environment where they enjoy coming to school and develop into well-rounded individuals capable of making a positive difference in the world. Our 'Monty Values'—passion, determination, honesty, respect, teamwork, and self-belief—are the foundation upon which we build the skills and characteristics necessary for success.

Situated in a zero-carbon, Passivhaus building completed in 2010, our school boasts extensive and beautiful grounds, including a field, tennis court, reflection garden, playground, and adventure trail. The design of our facilities features spacious classrooms and wide corridors, providing fantastic breakout spaces for small group and one-to-one work.

At Montgomery, we believe that a happy child is a successful one. We are committed to providing a positive, safe, and stimulating environment where every child is valued. Our aim is for all children to enjoy their learning, achieve their potential, and become independent lifelong learners ready to engage with the modern world. We embrace a fully inclusive educational approach, ensuring equal opportunities for all and fostering an appreciation for religious and cultural differences.

Join us in our mission to create an excellent educational community that provides the highest quality teaching and learning, enabling our children to make strong progress, regardless of their starting point. Join us in providing an outstanding learning environment combined with a nurturing ethos in which each individual blossoms to be the best that they can be.

Pastoral and Operational Safeguarding Lead vacancy

At Montgomery Primary School, we are seeking a passionate and caring **Pastoral and Operational Safeguarding Lead** who is dedicated to ensuring the safety and well-being of our pupils. We strongly recognise the need for vigilant awareness of safeguarding issues, and we are committed to maintaining an ethos that promotes the welfare of children and young people while protecting our staff.

In this vital role, you will be responsible for the day-to-day operational safeguarding within the school. You will work closely with children, support staff, and provide relevant training to ensure that all members of our community are equipped to identify and address safeguarding concerns. Your responsibilities will include making referrals and collaborating with external professionals to provide comprehensive support for our families.

Key Skills and Attributes Required:

- **Strong Communication Skills:** The ability to effectively communicate with staff, pupils, parents, and external agencies. You will be the point of contact for safeguarding concerns and must ensure that everyone feels secure in raising issues.
- **Organisational Skills:** You will need to manage multiple tasks efficiently, ensuring that all safeguarding procedures are followed and documented appropriately and appropriate referrals completed.
- **Teamwork:** Collaborating with colleagues and external professionals is essential. You will work as part of a dedicated team that values inclusivity and adapts to the needs of all children.
- **Proactive Support:** A commitment to working in partnership with families to provide guidance, support, and signposting when needed. Understanding the context of our families is crucial for making meaningful improvements in their lives.
- **Empathy and Compassion:** A genuine care for the well-being of our pupils and a desire to make a positive impact on their lives.

At Montgomery, we strive to provide the best possible opportunities and outcomes for the children in our community. Our hard-working staff make it their priority to get to know our children and their families as individuals. At Montgomery we want all children to feel safe and promote the welfare of children and staff. We are dedicated to working in partnership with professionals and our families to ensure the children in our care feel safe and are valued and supported.

If you are looking to make a difference in the lives of our children and want to join a team that is committed to inclusivity and support, we look forward to hearing from you.

Please see the job description and person specification for further details of the post. We are committed to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff and volunteers to share this commitment.

This role requires a DBS disclosure.

This role requires the ability to fulfil all spoken aspects of the role with confidence

and fluency in English.

Online searches may be done as part of pre-recruitment checks.

This 'regulated activity' post is subject to a satisfactory enhanced DBS disclosure, a Disqualification by Association check and other rigorous safe recruitment procedures. Failure to disclose important information may lead to dismissal if discovered at a later date. Offer of appointment for the successful candidate will be conditional upon receipt of satisfactory references.

Please complete a Support Staff application form which can be found on our website [Montgomery Primary School | Exeter](#).

Please send your completed application form back to Lisa Shepherd lshepherd@montgomery.school by the closing date. Please call on 01392 285240 if you have any questions.