



Online Officer Job Description

Helping everyone stay safe, smart, and kind online!

Your Role:

As an Online Officer, you will be a digital leader in our school. You'll help others understand how to stay safe online, spot risks, and enjoy the internet responsibly. You'll be part of a team that looks out for others and makes sure online safety is always a top priority.

What You'll Do:

- Review the school Online Safety Policy
- Ensure that plans and actions are carried out in-line with KCSiE guidelines
- Share safety tips with your class and the whole school (in assemblies, posters, or videos)
- Spot new trends, apps, and popular games and help us understand what's great and what's risky
- Come up with creative ideas to help pupils learn how to stay safe and make good choices online
- Put others first - always thinking about how to protect and support your friends online

Skills You'll Use:

- Listening carefully to others
- Speaking clearly and kindly
- Thinking smartly about risks and safety
- Working as a team
- Being creative with how you share messages

You're Perfect for This Role If You:

- Care about helping others
- Enjoy using technology and learning about new games
- Want to make school a safer place for everyone
- Are brave enough to speak up when something doesn't feel right

