

Job Description

Job Title – Minute Takers

Job number

Grade G

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To provide support to the Children's service, through the to production accurate records of the content and decisions and recommendations of a range of statutory processes including Child Protection Conferences and Joint Evaluation Meetings (JEMs) Adoption and Fostering Panels and other requirements.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	Travel independently to locations throughout Northamptonshire to attend a range of statutory groups and meetings in relation to childrens' services. Set up room prior to start of conference. Meet and greet attendees for conferences in a courteous and professional manner. (Applicants must have use of a car to travel between locations)
2.	To attend and take accurate records of statutory children's services groups and meeting (including attendance records etc.) in accordance with the direction of the childrens service operational leads and their priorities, protocols and procedures
3.	To produce records of meetings for agreement and verification by the appropriate operational managers in a report format which accords with current child safeguarding protocols.
4.	Ensure that the electronic client systems are updated to reflect the outcomes of the meeting as required by the service
5.	Identify information from the Child Protection database in response to enquiries from Local Safeguarding Board member agencies.
6.	To liaise with Social Workers, external agencies and representatives as appropriate in matters relating to the clerical/administrative procedures of the service
7.	Works closely and jointly with the other service members as required to ensure continuity of support for Children Services and undertake other tasks as appropriate to the role to meet the needs of the business
8	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9	Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
NVQ 2 in relevant subject	ICT, Customer service or administration	E

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Business Support	Experience of preparing documents / reports to a high standard of presentation.	E
	Knowledge of Local Authority statutory procedures regarding Child Protection and Looked After Children, and the relevant legal frameworks.	D
	Understanding of computerised office organisation systems and record maintenance.	E
Skills		
IT	Competent in the use of IT systems including Microsoft Office	E
Communication	Must be able to effectively communicate in a range of mediums including written and verbal communication	E
Planning and prioritisation	Ability to plan work, prioritise tasks and to work to deadlines and achieve them.	E
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Customer service	Experience and understanding of customer first approaches	E
	Experience of organising activities in preparation for events/meetings	E
	Demonstrate absolute discretion and confidentiality and application of Data Protection Act and principles at all times.	E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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