



Job Description

Job Title: Minute Takers

Grade: G

HAY01367

Overall Purpose of Role

To provide support to Northamptonshire Children's Trust, through the production of accurate records of the content and decisions and recommendations of a range of statutory processes including Child Protection Conferences, Child in Care Reviews, Joint Evaluation Meetings (JEMs) and other requirements.

Main Accountabilities	
1	Travel independently to locations throughout Northamptonshire to attend a range of statutory groups and meetings in relation to Children's 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 meetings (including attendance records etc.) in accordance with the direction of the children's services operational leads and their priorities, protocols and procedures.
3	Producing 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 Childrens' 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 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 needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to GCSE standard or equivalent professional qualification or business experience	Maths and English Grade C or above	Essential

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

Identify	Details	Essential/Desirable
Knowledge:		
Local Government	Knowledge of Local Authority statutory procedures regarding Child Protection and Looked After Children, and the relevant legal frameworks	Desirable
Children's Services	Experience of working within a Children's Service environment	Desirable
Business Support	Work experience of providing administrative support including dealing with complex meetings.	Essential
	Experience of preparing documents and reports to a high standard of presentation.	Essential
Skills:		
Numeracy/Accuracy	Ability to maintain a high level of attention to detail and accuracy.	Essential
IT	Competent in the use of IT	Essential
Communication	Excellent oral and written communication skills with ability to construct and produce well-presented documents from meeting notes.	Essential
	Able to relate to a wide variety of people in a warm, calm and professional manner. Ability to handle clients/colleagues in a tactful and diplomatic way and be able to work as an effective team member.	Essential
Planning/Prioritisation	Ability to plan work, prioritise tasks and to work to deadlines and achieve them.	Essential
Experience:		

Working Relationships	Experience of establishing strong working and effective relationships across numerous stakeholder groups	Essential
Change Management	Experience of working with a fast changing, dynamic environment.	Essential
Disclosure Level		
What DBS Level is required for this post?		
None	✓	
Standard	<input type="checkbox"/>	
Enhanced Child Only	<input type="checkbox"/>	
Enhanced Child/Adult Bar	<input type="checkbox"/>	
Working Arrangements		
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)		
Fixed	<input type="checkbox"/>	
Flexible	✓	
Field	<input type="checkbox"/>	
Home	<input type="checkbox"/>	