



## Job Description

Job Title: Minute Takers

Grade: G

### 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

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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	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 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
<b>Educated to GCSE standard or equivalent professional qualification or business experience</b>	Maths and English Grade C or above	E

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

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
<b>Local Government</b>	Knowledge of Local Authority statutory procedures regarding Child Protection and Looked After Children, and the relevant legal frameworks	D
<b>Children's Services</b>	Experience of working within a Children's Service environment	D
<b>Business Support</b>	Work experience of providing administrative support including dealing with complex meetings.	E
	Experience of preparing documents and reports to a high standard of presentation.	E
<b>Skills:</b>		
<b>Numeracy/Accuracy</b>	Ability to maintain a high level of attention to detail and accuracy.	E
<b>IT</b>	Competent in the use of IT	E
<b>Communication</b>	Excellent oral and written communication skills with ability to construct and produce well-presented documents from meeting notes.	E
	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.	E
<b>Planning/Prioritisation</b>	Ability to plan work, prioritise tasks and to work to deadlines and achieve them.	E
<b>Experience:</b>		

<b>Working Relationships</b>	Experience of establishing strong working and effective relationships across numerous stakeholder groups	E
<b>Change Management</b>	Experience of working with a fast changing, dynamic environment.	E

### Disclosure Level

**What DBS Level is required for this post?**

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

### 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

Flexible

Field

Home