

## **Job Description and Person Specification**

### **Job details**

Job title: Child Employment and Entertainment Officer

Grade: I

Reports to: EIPT Manager

Responsible for: Issuing Child Employment and Entertainment Licenses and DBS validation as well as conducting performance inspections

Directorate and Service area: Learning Skills and Education

### **Purpose of the job (why the job exists)**

The Educational Inclusion and Partnerships Team fulfil the statutory duties of the local authority pertaining to children and young people of statutory school age including Elective Home Education (EHE), Children Missing Education (CME), Child Employment and Entertainment (CEE), securing 6<sup>th</sup> day provision following Permanent Exclusion and investigations for the offence of failing to secure regular school attendance. To support the delivery of these duties we require a Child Employment and Entertainment Officer to undertake DBS checks for Chaperones and to issue Child Employment and Entertainment Licenses.

### **Principal responsibilities (please make these concise and ideally no more than 8)**

1. Manage and maintain data pertaining to Child Employment and Entertainment.
2. Undertake inspection visit to employers and production venues to ensure compliance.
3. Issue licenses in respect of Child Employment, Entertainment and Chaperones.
4. Hold responsibility for the processing of DBS requests. (Chaperones)
5. Investigate reports of potential breaches of associated legislation and, where applicable, prepare written statements to support the Prosecutions Manager.
6. Support the development and review of associated policy and processes.
7. Promote Child Employment and Entertainment legislation and requirements to partners including schools, businesses and the wider community.
8. Undertake additional tasks to support the Service Manager in accordance with the role and functions of the post and provide support to Business Support colleagues as required.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

**If a DBS Disclosure is required for the role, include the following clause (Delete if not required).**

This post requires satisfactory clearance of an Enhanced Disclosure and Barring Service disclosure.

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Qualified to Level 3/A level or equivalent.	
Experience and Knowledge	<p>Experience of working with a range of IT systems including but not limited to Microsoft packages.</p> <p>Experience of working with schools or local authorities.</p> <p>Experience of working with a range of stakeholders.</p> <p>Detailed knowledge of child employment and entertainment legislation including local bye laws.</p> <p>Awareness of relevant legislation including data protection, safeguarding, health and safety and supervision.</p>	<p>Experience of child employment and entertainment.</p> <p>Knowledge of public and third sector partners.</p>
Ability and Skills	<p>Ability to utilise IT systems including manipulation of data.</p> <p>Ability to produce written reports.</p> <p>Ability to produce and deliver effective presentations.</p> <p>Ability to challenge effectively.</p>	

Attributes	Essential criteria	Desirable criteria
	Ability to manage own caseload and prioritise responsibilities.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>Ability to travel to various locations across the authority area.</p> <p>The role may require unsociable working patterns including evenings and weekends.</p>	