



Job profile

Senior Safeguarding Clerk

Grade E

Group: Care, Wellbeing and Learning

Service: Health and Social Care Commissioning and Quality Assurance

Location: Civic Centre Gateshead

Line Manager: Business Support Co-ordinator

Car User Status: N/A

Job Purpose

To provide an effective minute taking service to ensure the efficient running of the Safeguarding Children Unit.

The key roles of this post will include:

1. To arrange Initial and Review Child Protection Conferences and LADO Strategy Meetings by ensuring invitation letters are distributed within procedural timescales.
2. To attend Initial and Review Child Protection Conferences and LADO Strategy Meetings to minute and produce accurate records following discussion and to ensure child protection plans and all minutes from meetings are produced and distributed within procedural timescales.
3. To ensure the accurate performance data is inputted onto Carefirst following all Child Protection Conferences and LADO Strategy Meetings.
4. To maintain appropriate records on the social care database and adhere to national and LA guidance on confidentiality and information-sharing.
5. To liaise with all staff in the Safeguarding Children Unit, Care Wellbeing and Learning, external agencies and service users, in order to ensure a high standard of service continues to be provided.
6. To assist the Business Support Coordinator in the monitoring of Business Support procedures and the production of statistical information when requested by the Service Director.
7. To ensure the input and retrieval of information from the Child Protection List in respect of children subject to a Child Protection Plan or LAC is accurate and up to date to ensure the ongoing provision of a high quality service.



8. To maintain and update manual and computerised information systems ensuring information used by the service is accurate and to assist with the auditing of data quality.
9. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Administrative Systems & Procedures

Experience

- Convening, servicing and minuting meetings
- Working on own initiative
- Organising and prioritising workload to ensure timescales are met
- Comprehensive working knowledge of word processing and spreadsheet systems
- Using office-based software packages (e.g. Microsoft Office)
- Effective written and oral communication skills demonstrating a high standard of accuracy
- Input, retrieval, collation and presentation of information from computerised and manual systems
- Implementing and developing business support systems and procedures
- Excellent IT and typing skills

Qualifications

- 5 GCSE's at Grade C or above or grades (1-9) or equivalent qualification and/or experience

Desirable:

Knowledge

- Business support experience in a children and families and young offenders service or health background

Experience

- Convening, servicing and minuting meetings in a multi-agency setting

Qualifications

- NVQ Level 3 in Business Administration or equivalent



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences