



Job description			
<b>Job title</b>	Statutory Support Assistant		
<b>Grade</b>	F		
<b>Directorate</b>	Children's Services		
<b>Service/team</b>	Education Improvement Team / School Attendance Service		
<b>Accountable to</b>	SAS Manager		
<b>Responsible for</b>	To support the delivery of the Local Authorities Statutory Duties with regards to Attendance, Children Missing Education and Child Performance and Employment		
<b>JE Reference</b>	A4766	<b>Date Reviewed</b>	June 2019

### Purpose of the Job

- To monitor the issuing of Performance Licences and Employment
- To co-ordinate the administration of Child Employment and Entertainment Licences
- To co-ordinate the administration of the statutory action with regards to school attendance including Penalty Notices
- To monitor the actions of the LA in the enforcement of attendance
- To produce data link to Attendance prosecutions and the issuing of Child Entertainment and Employment licences by the School Attendance Service

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To send and receive correspondence electronically and manually.
- To manage the IT based Licence tracking system
- To have a knowledge of Child Entertainment Legislation to be able differentiate between the requirements for licences
- To have the Knowledge of child Entertainment and Employment to inform applicants what is required for a successful application



- To liaise with members of the public with regards their Child Entertainment and Employment application
- Log and receive and process payments for Chaperone application
- To have a knowledge of the E-Proc system
- To support the monitoring of SAS budgets and assist in the monitoring of the School Attendance Service Cost Centre Budget
- Send out any acknowledgement/advice letters or if anything is in respect of applicant from another authority.
- To Co-ordinate the administration of Chaperone training.
- To Prepare completed licences for dispatch to the applicant, Local Authorities and parents
- To respond to enquiries regarding Child Employment Entertainment chaperone Licences who are licensed.
- To complete screening the responses of referees for chaperone applications.
- To prepare chaperone training resources, book rooms and send out related correspondence.
- To maintain the KMBC website and details with regards the Child Entertainment and Employment guidance
- To provide data to with regards the prosecutions and licensing on a half term basis at school office and borough level.
- To prepare defendant and court summons in case of non school attendance prosecutions.
- To assist in the preparation of reports, including the presentation of statistics.
- To demonstrate initiative in assessing the nature of enquiries and/or obtaining the answer when dealing schools, service users corporate partners and external agencies
- To attend team meetings.
- To participate in training appropriate to the post.
- To deliver appropriate training to other members of the team and staff in schools.
- Preparation of the following court documentation, in case of Non School Attendance prosecutions
- Acknowledgement of statement/proof of income.



- To coordinate the administration with regards to penalty notices.
- Transcribe recorded interviews under caution, in case of Non School Attendance prosecutions
- Liaise with Liverpool/Knowsley Magistrates and KMBC Solicitor to ensure all court documentation and court files are completed and delivered in time for their court hearing.
- Delivery and collection of court summons (completed & sent electronically via secure e-mail)
- Electronic recording, monitoring and reporting of prosecution/sentence updates/outcomes
- Creation of timetable for SAS Court dates, timeline for preparation of court documentation for SAS, and admin
- Record, monitor, report information in regard to 'Fixed Penalty Warnings'.

## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.



## **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.