

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties. The wider generic role profile is set out in Section B.

Role Details

Job Title:	Access to Education Officer (MASH) / Education Safeguarding Officer (Front Door)	JEID	L0469
Salary Grade:	Grade L		
Team:	MASH		
Division / Service:	Children		
Directorate:	People		
Primary Location:	Saltisford Park, Warwick		
Car User:	Casual		
Responsible to:	Operations Manager		
Responsible for:	As below		

Role Purpose

Support the Integrated Front Door and in particular the MASH Hub in sharing and gathering information from schools to inform decisions in the best interests of children. To facilitate, enable and strengthen good partnerships with schools.

Role Responsibilities

- To act as a conduit to information sharing between the Integrated Front Door and schools to enable the right decisions to be made for children.
- To provide consultation and advice to schools and education professionals.
- Provide staff within the Integrated Front Door with information and advice as it relates to education.
- Provide information in relation to schools to professionals within the Integrated Front Door.
- Liaise with the missing coordinator to triangulate information in relation to children

missing from education and those reported missing.

- To act as a link between schools and the LADO when appropriate.
- To act as liaison between the Integrated Front Door and Education Services to ensure vulnerable children and young adults receive their education entitlement
- To facilitate and enhance communication between the Integrated Front Door and schools.
- To be a first point of contact for schools.
- To contribute to the work of the Multi-Agency Safeguarding Hub (MASH)

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Access to Education Officer (MASH) / Education Safeguarding Officer (Front Door)
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Main Tasks

- Maintain systems and input data on vulnerable children; produce reports to include data on CME/PME/EHE and Exclusions.
- Work with colleagues to collate information for CME/PME referrals and contribute to the services response.
- Be available to respond to enquiries across the team from professionals including schools, parents, and local authority officers.
- Act as the representative for Education and Learning to support MASH referrals and where there is an urgent child protection issue assist accountable case holders in ongoing referrals, triage meetings and case conferences as required.
- Work collaboratively with professionals within the MASH, colleagues, other agencies, individuals and families.

Section C: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
A sound knowledge and understanding of key education legislation which	A/I

supports education entitlement including home education, children missing in education and exclusions.	
Excellent interpersonal skills and the ability to deal sensitively and professionally with a range of people including schools, external agencies and internal services/key professionals.	I
Experience of working within children's services and or schools and the ability to work under a high degree of pressure including unpredictable deadlines and dealing with conflicting demands.	A/I
A wide range of effective communication skills in a variety of contexts and media including letter and report writing, formal meetings, group discussions and 121.	A/I
Good literacy, numeracy and IT skills and the ability to work across a range of IT platforms and systems.	A
Demonstrate the importance of confidentiality and data protection.	I
High level of self-motivation balanced with effective multi-agency teamwork.	I

Desirable Criteria	<i>Assessed By:</i>
Educated to degree level/relevant professional qualification (e.g Social Work, Teaching).	A/I
Recent experience of working in an education setting with vulnerable groups.	A/I
Recent experience of working with statutory and/or voluntary agencies who support the education of children and young people.	A/I

Section D: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards

and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	X <input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> X Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	