

Job Description

For Non-Streamlined Positions

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.

Role Details

Job Title:	Inspection Officer – Children in Entertainment	JEID	L0301
Salary Grade:	Scale G – '0' hour contract - approximately 5 hours per week		
Team:	Education Services		
Service Area:	Children and Young People		
Primary Location:	Saltisford Office Park, Ansell Way, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Child Employment and Entertainment Officer		
Responsible for:	N/A		

Role Purpose

To check the applicant (theatre/production company) has undertaken necessary checks to ensure children in entertainment are safe whilst taking part in a performance and to challenge the licence holder if children are at risk whilst taking part in a performance. Mainly working evening and weekends.

Role Responsibilities

1. To approve the place of performance for children in entertainment
2. To ensure suitable arrangements are in place for meals for the children
3. To ensure suitable arrangements are in place for the children to dress and for their rest and recreation
4. To ensure the place of performance is provided with suitable and sufficient sanitary conveniences and washing facilities
5. To ensure the children will be adequately protected against inclement weather
6. To challenge the licence holder if any of the above are not satisfactory or if it is felt the children are at risk
7. To meet and speak with the chaperones, children, parents and crew members to ensure children are cared for appropriately
8. To ensure the chaperones are undertaking their role and are aware of their responsibilities.
9. To interpret the law on children in entertainment and ensure the licence holder complies with this
10. To be able to deal with child protection queries and offer advice

11. To offer solutions to licence holders if problems arise whilst undertaking inspections
12. To complete pro-forma for each visit undertaken
13. To produce a report following the inspection and send to the Child Employment and Entertainment Officer.
14. To raise any concerns with the Child Employment and Entertainment Officer at the earliest opportunity
15. Such other duties as may be commensurate with the grade and nature of the post

Section B: 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:

Literacy and numeracy	A, I
Good knowledge of MS Office, Word, Email and databases	A, I, T
Good understanding of children's needs	A, I
Knowledge of Law on children in entertainment including the ability to read and interpret the law on children in entertainment	A, I, T
Experience of working in entertainment industry	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I
Good communication skills, verbal and written, including writing reports. Ability to communicate effectively with a wide range of people	A, I
Ability to deal with child protection queries and offer advice	A, I
Ability to appropriately challenge people if children are at risk	A, I
Ability to analyse and interpret information to solve problems	A, I, T
Ability to travel effectively and efficiently throughout the County	A, I, D
Ability to be flexible on working hours when necessary	A, I

Desirable Criteria

Assessed By:

An approved Chaperone with Warwickshire or another authority	A, I
Previous experience of working with children	A, I
Experience of child protection issues	A, I

Section C: 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 checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" 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)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> 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 checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	