



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