METROPOLITAN BOROUGH OF SEFTON

Children’s Services

JOB DESCRIPTION

**Department: Children’s Social Care**

**Location:** Magdalen House, 30 Trinity Road, L20 3NJ

**Post:** Business Support Minute Taker

**Post Number:** 07676

**Grade:** E

**Accountable to:** The Business Support Officer based at Magdalen House, 30 Trinity Road, L20 3NJby means of regular formal supervision sessions together with normal arrangements for support and development

**JOB PURPOSE:** To provide administrative support to the care experienced teams including the minuting of Strategy Meetings & other Professional meetings as and required. To provide clerical, administrative and financial support to the service under the direction/instruction of senior staff.

**MAIN DUTIES:**

1. To type formal reports, letters, memos, and any other appropriate correspondence.
2. Undertake routine general financial administration e.g. collection, distribution and accurate recording of petty cash.
3. To organise the collation and filing of reports, files, registers and any other appropriate records in relation to the work of the care experienced teams and looked after service.
4. To attend Strategy Meetings and any other meetings when necessary and to act as minute taker where appropriate.
5. To undertake reception duties on behalf of the of the care experienced teams and looked after service.
6. To maintain appropriate records of work undertaken and to comply with required administrative procedures, particularly the liaison with other agencies.
7. To provide administrative support to the care experienced teams and looked after service.
8. To process incoming and outgoing mail.
9. To prepare for and attend supervision sessions and staff meetings.
10. To participate in available training, and developmental activities as required.
11. To contribute as appropriate to developments within Children’s Services.
12. To undertake any other duties as directed from time to time to meet the exigencies of the service.
13. For operational reasons, it may be necessary for the postholder to work in other Children’s Services sites on a temporary basis.
14. To ensure that client information data is lawfully gathered, accurate and up-to-date and only divulged in accordance with the Data Protection Act 1998 and the local government common law duty of confidentiality. Failure to apply these duties can lead to the individual or the Department facing court proceedings.

**ORGANISATION CHART**

Business Support Officer

 Team Manager

Business Support Assistant Grade D

 X 4

Minute Taker Grade E \*

x 1

**\*** This Post

# GENERAL

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

**Date:** 26.1.21

**Prepared by:** Business Support Officer

**PERSON SPECIFICATION**

## Business Support Minute Taker

### Grade: Scale E

|  |  |  |
| --- | --- | --- |
| PERSONAL ATTRIBUTES REQUIRED**(on the basis of job outline)** | **Essential (E)****Desirable (D)** | **Method** |
| QUALIFICATIONS1. OCR (RSA II) qualification or equivalent, or equivalent experience
2. Word Processing qualification/experience
3. GCSE English and Maths (grades A-C) or equivalent NVQ qualifications
 | EEE | A / C / I / TA / IA / C |
| EXPERIENCE1. Proven clerical experience.
2. Work as part of a team.
3. Experience in providing the full range of word processing services in an office environment.
4. Proven experience of minute-taking in a formal setting
 | EEEE | A / IA / IA / IA / T |
| KNOWLEDGE/SKILLS/ABILITIES 1. Working knowledge of Microsoft Word.
2. Ability to take clear and concise minutes
3. Demonstrable organisational skills.
4. Proven ability to prioritise work and work under pressure to meet deadlines.
5. Good communication skills
 | EEEEE | A / IA / I / TA / IA / IA/I |
| OTHER1. Adaptable/Flexible.
2. Ability to cope with sensitive nature and content of child protection information.
 | EE | A / IA / I |

**Key:** A = Application

 C = Certificate

 I = Interview

 T = Test