



Job description			
Job title	Assistant Team Manager		
Grade	O		
Directorate	Children and Young People		
Service/team	MASH (children's)		
Accountable to	Brigid Gribbin-Bartlett		
Responsible for			
JE Reference	K012225	Date Reviewed	

Purpose of the Job

To support the Team Manager in leading and managing a multi-agency safeguarding hub (MASH) team responsible for the effective screening, triaging, and assessment of contacts and referrals concerning children and young people. The post holder will play a key role in ensuring that safeguarding concerns are identified, assessed, and responded to in a timely, proportionate, and child-centred manner, enabling appropriate decisions to be made at the earliest opportunity.

The role involves providing operational oversight, professional guidance, and quality assurance to staff across the multi-agency partnership, ensuring that information from a range of agencies is gathered, analysed, and shared effectively to inform robust risk assessments and decision-making. The post holder will support practitioners to apply relevant legislation, statutory guidance, local procedures, and safeguarding thresholds consistently, ensuring that children, young people, and families receive the right intervention at the right time.

Working collaboratively with partner agencies including Children's Social Care, Police, Health, Education, Probation, and other safeguarding partners, the post holder will promote effective partnership working, professional challenge, and information sharing to safeguard children and manage risk. They will contribute to the continuous improvement of service delivery by monitoring performance, supporting workforce development, and ensuring that practice standards are maintained and aligned with local and national expectations.

The post holder will assist the Team Manager in creating a high-performing and supportive team culture that promotes reflective practice, accountability, and continuous learning. They will ensure that safeguarding decisions are evidence-based, defensible, and focused on



achieving positive outcomes for children and young people, while meeting statutory responsibilities, organisational priorities, and regulatory requirements.

Duties and Responsibilities

Practice Leadership & Decision-Making

- Support the Team Manager in overseeing day-to-day operations of the MASH.
- Provide clear, evidence-based management oversight on contacts and referrals.
- Ensure timely and appropriate threshold decisions in line with statutory guidance.
- Offer consultation and guidance to staff across agencies.

Safeguarding & Risk Management

- Ensure all safeguarding concerns are assessed promptly and robustly.
- Promote a child-centred approach to risk identification and intervention.
- Monitor complex and high-risk cases, including those involving domestic abuse, exploitation, and neglect.
- Escalate risks and issues appropriately to senior management.

Multi-Agency Working

- Foster strong working relationships with partner agencies (Police, Health, Education, Probation, etc.).
- Promote effective information sharing and joint decision-making.
- Contribute to strategy discussions and multi-agency meetings.

Quality Assurance & Performance

- Undertake audits to ensure practice meets statutory and local standards.
- Monitor KPIs, performance data, and service demand.
- Contribute to service improvement plans and inspections (e.g. Ofsted).

Operational Management

- Support rota management, duty cover, and resource allocation.
- Deputise for the Team Manager when required.
- Ensure compliance with policy, procedures, and legislation.



Equality, Diversity & Inclusion

- Promote anti-discriminatory and inclusive practice.
- Ensure services are accessible and responsive to diverse communities.

Key Legislation & Guidance

- Children Act 1989 & 2004
- Working Together to Safeguard Children
- Care Act 2014 (where applicable to transitions)
- Data Protection / Information Sharing protocols

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

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.