

## Job specification

**Job title: Administration Officer**

**Service: Attendance Service**

**Grade: G5**

**Reporting to: Assistant Team Manager**

### Your job

Working within a multi- agency framework you will support the delivery of a first class service which is committed to delivering Wigan's statutory responsibilities in relation to non- school attendance, child employment and entertainment licensing, Elective Home Education and Children Missing Education.

You will adopt an approach that focusses on individuals strengths and engage in 'new conversations' in order to build a positive relationship with parents/carers and partners including senior school leaders.

#### **Mandatory statement**

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

### In this job you will

On an ongoing basis you will:

- Provide advice and guidance to partners including parents and carers in relation to elective home education, children missing education, Education Penalty Notices and child employment and entertainment licensing.
- Process all elective home education notifications and ensure accurate systems in place to monitor and review
- Process Education Penalty Notices, Child Employment Licenses, Voluntary Chaperone Licenses and Child Entertainment licenses.
- Take minutes of meetings for Education Services for Schools.
- Support effective budget monitoring including the processing of invoices as part of the Attendance Service's traded offer to schools.
- Transcribe interviews from PACE meetings and support with the compilation of court files.
- Maintain electronic case files and accurate recording systems
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### In this job you will need

You must be able to demonstrate the following essential requirements:-

- Have 4 GCSE's or equivalent including English Language.
- Proficiency in Microsoft Office applications.
- Knowledge of safeguarding procedures, and local multi agency guidelines on child protection and an understanding of Wigan Safeguarding Children Board (WSCB) priorities.

- Knowledge of legal proceedings in accordance with the Education Act and associated legislation.
- Experience of minute taking in multi-agency meetings.
- Experience of effective budget monitoring.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough