



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

| Post Details           |   |
|------------------------|---|
| <b>Job Title</b>       | Child Employment Officer  |
| <b>Service</b>         | Children's Services   |
| <b>Team</b>            | Education welfare Team  |
| <b>Location</b>        | Wokingham Borough Council   |
| <b>Reports to</b>      | Principal Education Welfare Officer   |
| <b>Worker Style</b>    | Hybrid – Remote working with attendance at Council offices as and when required                   |
| <b>Responsible for</b> | Part time, 18.5 hours per week – flexible with some evening and weekend work; permanent position, |
| <b>Grade</b>           | 7   |
| <b>Contract Type</b>   | Permanent   |

| Main Accountabilities |  |
|-----------------------|--|
| 1.                    | Build relationships & liaise with other local authorities, the performance & employment sector, parents, children and young people, and schools. Be an integral part of the Child Employment Network and support in leading developments.                    |
| 2.                    | Issuing of work permits for young people in part-time work in Wokingham, to enable them to be employed lawfully in accordance with the relevant legislation.   |
| 3.                    | Issue performance licences to enable children to take part in performances lawfully and in accordance with the relevant legislation and Issue BOPA's (Bodies of Persons) for appropriate performances.   |
| 4.                    | Provision of support, publicity and advice to schools, professionals, parents and children & young people on work and performance related matters.   |
| 5.                    | Lead on investigations of alleged child employment & child performance offences, to reduce the exploitation of children in employment and performances by enforcing the relevant legislation on behalf of WBC to ensure that statutory duties are fulfilled. |
| 6.                    | Work with WBC Market Inspectors, Trading Standards and Environmental Health Officers and ensure that bylaws and regulations are adhered to so that children's welfare is not compromised.  |
| 7.                    | Develop and deliver training to chaperones and tutors who are approved by WBC as suitable persons. Issuing of approval for chaperones in accordance with the relevant legislation and safe recruitment best practice.  |







|                            |  |
|----------------------------|--|
|                            | that are of the highest quality. To ensure that every opportunity is given to children in Wokingham to work and perform safely.  |
| <b>Role Purpose</b>        | The Child Employment Officer carries out statutory duties in the issuing of work permits, performance and chaperone licenses whilst ensuring that due process is followed and any safeguarding concerns are identified and actioned.   |
| <b>Corporate Parenting</b> | You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy. |

### Supervision and Relationships

|                             |   |
|-----------------------------|---|
| <b>Supervision Received</b> | Yes via Principal Education Welfare Officer   |
| <b>Supervision Given</b>    | No supervision responsibilities   |
| <b>Contacts</b>             | Communications internally with Children's Social Care, Local Authority Designated Officer in relation to safeguarding and DBS checks. External contacts, out of area local authorities, local businesses, Dance, Theatre and Film companies, members of the public in relation to chaperone licenses. |

### Resources/Budget Management

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| No budget responsibilities. |
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### Special Requirements

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| Driving License and daily access to reliable vehicle.<br>DBS Barring Check |
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| Occupational Health Risk Assessment     | Details    |
|---|------------|
| Skin/Respiratory Sensitisers            | No         |
| Working at Height                       | No         |
| Exposure to Noise (>80-85dB)            | No         |
| Confined Spaces                         | No         |
| Frequent Display Screen Equipment Use   | Yes        |
| Driving for Work                        | Yes        |
| Hand Arm Vibration                      | No         |
| Lone Working                            | Yes        |
| Healthcare/Social Contact with Patients | No         |
| Blood Borne Viruses Exposure            | No         |
| Food Handling                           | No         |
| Working with Animals                    | No         |
| Specialised Medical Screening           | No         |
| Night Working                           | Infrequent |
| Safety Critical Work                    | No         |

| Nature of the Role                     | Details  |
|--|--|
| Healthcare or Hospital Work            | N  |
| Working with Children (under 18)       | Y  |
| Working with Elderly/Vulnerable Adults | Y  |
| Work Environment Details               | Council Offices; home address; checks at film studios, dance and theatre premises, and local businesses. |

| Role Involvement                        | Details |
|---|---------|
| Working with Children                   | Y       |
| Working with Vulnerable Adults          | N       |
| Both of the Above                       | Y       |
| Providing Care/Supervision for Children | N       |





|  |   |
|--|---|
| Providing Care/Supervision for Vulnerable Adults | N |
| Both of the Above                                | N |
| None of the Above                                | N |

| Disclosure and Barring Service (DBS) Details |  |
|--|--|
| DBS Requirement                              | Enhanced   |
| Eligibility Tool                             | Find out which DBS check is right for your employee - GOV.UK<br>( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> ) |

| Re-checks  |
|--|
| <Details of required regular checks in line with regulations.> |

| Evaluation Declaration |  |
|------------------------|--|
| Date of Evaluation:    |  |
| Evaluated by:          |  |

