

## **Job Description**

**Job title:** Statutory Compliance Administrator

**Reports to:** Deputy Director

**Direct reports:** None

**Location:** Greenfields, Kent

**Salary:** £20, 000 to £22,000 per annum.

### **Context:**

Childhood First seeks to offer the highest possible quality of care, education and treatment for children and young people who have suffered severe emotional trauma, together with expert support for their families, carers and associated professionals.

All of the services we offer are informed by our understanding of, and expertise in, the psychodynamics of relationships and of groups. Within the psychodynamic spectrum, our tradition is 'analytic'. Our Treatment Methodology, Integrated Systemic Therapy describes our theoretical framework and how it is put into practice.

What has gone wrong in the lives of the children we care for has gone wrong in their relationships with families, carers, peers, etc. In working for their recovery, therefore, we attend in particular to the children's relationships - with their peers, with staff, with families and carers - and to the quality of relationships between all those who care for them.

We aim to create a community life, an educational experience and a treatment programme which can support each child in restoring their capacity to trust others, building positive relationships, and fulfilling their true potential. This is supported by a Placement & Family Support Service.

Childhood First works in partnership with relevant agencies - local authorities, children's services, CAMHSs, primary care and mental health trusts, professional bodies, research departments, voluntary providers - to understand and support the mental and emotional health of traumatised children, and in particular looked after children with complex needs.

## **Job Purpose:**

This is a key administrative role within one of Childhood First's therapeutic communities, which functions within the statutory regulatory framework for children's homes.

The Statutory Compliance Administrator administratively supports the Assistant Director Statutory Compliance in their role. He/she is responsible for:

- effective administration underpinning all children's homes statutory processes, documentation and recording;
- administration of staff training in the use of statutory policies, processes, documentation and recording;
- supporting the development of statutory management information systems and their use within the therapeutic community;
- administering the collection, collation and analysis of data required by statute and by the organisation;
- collecting, collating and analysing data for statutory, governance, management and evaluation reports;
- administrative preparations for Ofsted inspections and interventions.

The role will play a key role in the process of continual quality improvement in statutory administration and recording, to ensure that Ofsted Outstanding/Good is achieved and maintained.

## **Main duties and accountabilities:**

1. Provide administrative support for all safeguarding and statutory processes and records, to meet all current requirements and expectations.
2. Provide administrative support for all matters of statutory compliance for the home, and related services as directed, to ensure that all statutory requirements are met.
3. Contribute to the development of statutory systems, processes, procedures and practices to meet current statutory requirements and Childhood First policies.
4. HR Administration
  - To assist in recruitment by arranging interviews and notifying applicants accordingly. Preparing standard offer letters, contracts of employment and staff identity cards using templates provided by HR. Refer other communications to HR sign off before distribution.
  - Request references for new staff and organising DBS checks to be completed.
  - Set up and maintain employee records in personnel files and on the HR Database;

- Support in the compliance of HR policies and processes including probationary period reviews, appraisals, DBS updates and leaver processes;
  - Liaise with Human Resources with regards to matters pertaining to payroll, benefits and insurance matters;
  - Keeping records of staff working hours and updating of payroll changes.
  - Work in partnership with HR to ensure local HR documentation meets all sector requirements.
  - To act as the Centre Administrator for the staff training courses.
5. Maintain up-to-date personal knowledge of all statutory requirements of children's homes, and related services as directed.
  6. Support and advise staff in the administration of statutory processes and in recording.
  7. Undertake the collection, collation and analysis of data, as directed.
  8. Support the use of statutory management information systems within the children's home(s) and related services.
  9. Support the production of statutory, governance, management and evaluation reports, as required.
  10. Support and administer preparations for Ofsted inspections and interventions.
  11. Ensure that all relevant documentation and records are in place for all resident children, in accordance with statutory and organisational requirements.
  12. Ensure that all relevant documentation and records are in place for all staff members, in accordance with statutory and organisational requirements.
  13. Provide administrative support for evaluation of performance in statutory requirements and processes.
  14. Take minutes for meeting of relevance for statutory compliance.
  15. Undertake any other duties that the Deputy Director may from time to time require.

## STATUTORY COMPLIANCE ADMINISTRATOR

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	At least 'O' Level or GCSE A-C or equivalent English and Maths	Business studies, quality assurance or legal qualification.
<b>Experience</b>	<p>Experienced administrator, including setting up and improving administration and information management systems (electronic and paper based).</p> <p>Confident user of Microsoft applications, in particular Word, Excel and Outlook.</p> <p>Exercising confidentiality, discretion and tact.</p> <p>Working in a role which embodies compliance or in an environment where compliance was a key requirement.</p>	<p>Experience of administration in a social care, health or school setting.</p> <p>Providing support/training to others in policies, processes and correct documentation.</p> <p>Data management using a database.</p> <p>Collation and analysis of data.</p>
<b>Knowledge</b>	Working knowledge of Data Protection principles.	<p>Familiarity with social care or education statutory and regulatory frameworks.</p> <p>Understanding of how to obtain quality sources of information and advice in relation to legislation and best practice.</p> <p>Adequate knowledge of employment laws to be able to effectively refer matter to Human Resources.</p>

<b>Skills and Abilities</b>	<p>Methodical, well organised and committed to maintaining documentation to the highest standards. Common sense approach storing information so can be located by others.</p> <p>Demonstrable skills in prioritising and managing own work loads.</p> <p>Possessing a constructive and professional approach, and the ability to raise issues regarding non-compliance.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to present in a child-friendly manner and consistently maintain appropriate boundaries.</p>	<p>Ability to respond quickly and calmly to ad hoc requests for information in a pressurised situation, such as an Ofsted inspection.</p>
<b>Other</b>	<p>Capacity to respect and work according to the therapeutic aims and values of the charity.</p> <p>Resilient enough to cope with information that may be distressing.</p> <p>Committed to safeguarding the wellbeing of children and young people.</p>	<p>Willingness to undertake a range of duties to support the team as and when necessary.</p>

## **Further information**

This section is for guidance only and is subject to change without notice. It provides information about some of the important terms of employment you may want to consider as well as the benefits package we typically offer.

### Hours of work

This is a full-time role 37.5 hours per week, Monday to Friday. 9am to 5pm with half an hour unpaid lunch break.

### Holidays

The post attracts 25 days plus 8 bank holidays in a holiday year (April to March).

### Pensions

You will be automatically enrolled in to the Childhood First Group Personal Pension Scheme pension at the minimum employee contribution as set by legislation or scheme rules (whichever is the higher) when you meet the criteria set by pension legalisation.

You may increase your pension contribution to any percentage you choose. The organisation will match your contributions to a maximum of 6%.

### Help with health costs

We provide a 'health cash back scheme' via an insurance provider. If you incur every day medical costs such as dentist checkups, eye checks, physio you can submit receipts to the provider and get some money back. The scheme offers around £60 a year for each of the medical cost types.

### Life assurance

We provide a life assurance scheme that provides 3 times your salary should you die to the person/s you nominate.

## **Safeguarding Children: Information for employment candidates**

### **Safeguarding and Promoting Welfare**

Childhood First is committed at every level to safeguarding and promoting children's welfare. We take seriously our duty to protect every child from abuse and maltreatment and to prevent impairment of children's health or development.

The safeguarding and welfare of the children is considered within the context of their relationships with others and from within a culture of listening to, and engaging in dialogue with children and seeking their views about all aspects of their lives and their care

Child Protection is a part of safeguarding and promoting welfare. We understand it as the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. Children who receive a service from Childhood First have suffered significant harm or have been at risk of doing so and remain vulnerable especially as children who live away from home.

### **Working together to Safeguard Children 2018**

All Childhood First policies are written in accordance with the relevant key legislation. The child protection policy is written with particular reference to Working Together to Safeguard Children 2018. This consists of statutory guidance (part 1) and non-statutory guidance (part 2) and all Directors in the organisation are aware of the importance of this document and guided to use it with their staff teams.

### **Accountability**

Childhood First has a clear line of accountability in each of its services up to the Director/Registered Manager of the service. Each Director is line managed by the Chief Executive (also the Responsible Individual for the organisation). The Executive is accountable to the Board of Trustees.

Every member of the organisation has a duty to report Child Protection concerns to their line manager or somebody higher. Immediate steps must be taken to prevent the child from harm or further harm. These should be agreed with the most senior person available. It is the responsibility of the Registered Manager or Responsible Person (or their deputies) to instigate a Child Protection investigation where necessary and to ensure that all the necessary people are informed. This will include the child's social worker and parents; the police if necessary; the Local safeguarding Children Board (of the appropriate area) where the alleged abuser works with children.

The ongoing systems of training, supervision, and consultancy, in group forums and individual sessions, work together to ensure that all employees of Childhood First are clear about their responsibility to work together to safeguard children. These systems ensure that all remain aware of policy and practice areas which impact on our joint ability to safeguard children.

All staff are reminded that they must remain alert to the potential indicators of abuse or neglect and to the risks that individual abusers, or potential abusers, may pose to children.

### **Inter-agency working**

Childhood First is committed to working in partnership with local authorities and other agencies to prevent and protect children from abuse. Good inter-agency co-operation and communication are the essential bases for carrying out child care and child protection. We co-operate with all statutory and other professional agencies in the spirit of protecting children.

Child Protection procedures in each place of work are consistent with local policies and agreed with the Local Safeguarding Children Board. The Registered Manager of each facility will ensure that all staff have access to these procedures and are provided with regular Child Protection training commensurate with their role. All induction training includes Child Protection. Events and Notifications under Schedule 5 of Children's Homes Regulations are sent to the required authorities as well as to the Chief Executive and (Responsible Person).

All concerns of a Child Protection nature will be referred by the Registered Manager/Director to the Local Authority Children's Social care team.

### **Local Children's Safeguarding Boards**

Local Children's Safeguarding Boards are the key statutory mechanisms for ensuring safeguarding and protection of children. Their roles include agreeing how relevant organisations (like Local Authorities, providers of residential care like ours) will co-operate to do this and ensuring effectiveness including training and increasing understanding of Safeguarding issues. It is their job to ensure that children and adults know who to contact if they have a concern that a child is being harmed. They are particularly concerned with children who are vulnerable to abuse in the ways the children we work with are.

### **Recruitment and HR procedures**

Childhood First has comprehensive recruitment and selection procedures; supervision and appraisal, disciplinary and whistleblowing procedures which must be complied with at all times.

### **Training**

All staff members undertake appropriate Child Protection training starting at basic induction, and including refresher training at regular intervals.

## **Recruitment of ex-offenders**

1. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for working with vulnerable children, Childhood First complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
3. This written policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
5. Because of the nature of our work Enhanced Disclosure is required for most positions. For ancillary posts at residential children's homes Standard Disclosure is required. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of an individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be asked to provide details of their criminal record. We request that this information is sent under separate, confidential cover, to a designated person within the Foundation, and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. We will only request information about 'spent' convictions from applicants for posts covered by the Rehabilitation of Offenders Act (Exemptions Order 1975).
8. We ensure that everyone who is involved in the selection process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.