

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

|                           |  |         |   |
|---------------------------|--|---------|---|
| <b>Designation:</b>       | Child Licensing and Children Missing Education (CME) Officer | Grade:  | PO1                                     |
| Reports to (Designation): | Attendance Manager   | Grade:  | PO7                                     |
| Directorate:              | Children and Young People                                    | Section | Attendance, Inclusion and Participation |

#### Main Purpose of the Job

1. Lead the coordination, processing and quality assurance of Child Performance Licences, Chaperone Licences, Child Employment permits and Body of Persons Approvals (BOPAs) on behalf of the Local Authority, ensuring full adherence to statutory duties, legislation and safeguarding requirements.
2. Ensure compliance with all relevant Child Licensing and Child Employment legislation, including the Children and Young Persons Act 1963, The Children (Performances and Activities) Regulations 2014, and local safeguarding protocols, ensuring timely decision-making and statutory timescales are consistently met.
3. Act as the principal point of contact for all Child Licensing, Child Employment and CME enquiries, providing expert advice, guidance and interpretation of legislation to parents/carers, schools, production companies, internal services and external agencies.
4. Coordinate the delivery of statutory local authority duties relating to Children Missing Education (CME) and Children Missing Out on Education (CMOE), ensuring all processes align with the Education (Pupil Registration) Regulations 2006 & 2024 amendments, statutory guidance and Lewisham protocols.
5. Develop, implement and maintain effective databases, policies, procedures, systems and monitoring arrangements for Child Licensing, Child Employment, Children Missing Education and Children Missing Out Education, ensuring high standards of practice, governance and audit readiness.
6. Coordinate the delivery of statutory duties in relation to Children Missing Education and the off rolling of children in line with the Education (Pupil Registration) Regulations 2006 and amendments.
7. Manage, and continuously monitor all budgets associated with the CME and Child Employment service, ensuring resources are allocated effectively and in line with organisational priorities

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#### Summary of Responsibilities and Personal Duties:

##### Child licensing and child employment responsibilities

- Receive, assess and process applications for Child Performance Licences, Chaperone Licences and Body of Persons Approvals (BOPAs), ensuring accurate records and full compliance with statutory requirements.
- Provide clear and accurate advice to parents, carers, schools, production companies and partner agencies on legislation relating to child performance, modelling, paid sport and chaperoning.

- Maintain and update all licensing databases, ensuring accurate data entry into Synergy and other statutory systems.
  - Assess applications, identify risks, make licensing decisions and ensure all documentation meets legal and safeguarding standards.
  - Act as identity checker for chaperone DBS applications. This includes using the DBS website to arrange online meetings with applicants, verify documents and confirm certificate once processed.
  - Verify chaperone suitability, including DBS checks, safeguarding training, interviews and ongoing compliance monitoring.
  - Use attendance and case data to identify absences linked to child employment or licensing activity, escalating concerns appropriately.
  - Distribute Lewisham employment information packs to local businesses and undertake visits to performance venues and activity sites to assess safeguarding, welfare, supervision and compliance arrangements.
  - Act as the principal point of contact for all child licensing enquiries, liaising with internal teams, schools, agencies and families, including on complex or sensitive cases.
  - Carry out all safeguarding checks linked to licensing activity and escalate concerns via established safeguarding pathways.
  - Contribute to the development and updating of local policies, guidance, procedures and information materials relating to child performance and licensing.
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### **Children Missing Education (CME) and Missing Out on Education (CMOE)**

- Lead on all statutory CME functions, acting as the primary contact for schools, families and multi-agency partners and ensuring compliance with legislation and national guidance.
  - Manage a comprehensive caseload of CME cases, undertaking enquiries, home visits, assessments and interventions.
  - Deliver CME training to internal teams, schools and partners, ensuring content reflects statutory updates and emerging safeguarding issues.
  - Produce regular monitoring reports and data analysis on CME/CMOE for senior leaders, external regulators and safeguarding partners.
  - Use council systems and authorised national databases (e.g., Council Tax, HMRC, Border Force, S2S) to trace children, verify their safety and confirm access to education.
  - Interpret and apply the Pupil Registration Regulations 2024, advising schools on lawful roll deletions and preventing unlawful off-rolling.
  - Meet regularly with the Attendance Manager to review complex cases, agree next steps and ensure appropriate escalation.
  - Use attendance and admissions data to identify Children Missing Out on Education (CMOE) and track pupil movements, monitoring children on reduced or part-time timetables.
  - Handle sensitive enquiries from the public, schools and professionals with discretion, professionalism and sound safeguarding judgment.
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## Generic Responsibilities

- Maintain accurate, timely and accessible information on websites, leaflets and public-facing materials.
- Liaise with service officers, headteachers, parents, referrers and external organisations on routine, complex and sensitive cases. Attending meetings and multi-agency partnership meetings when appropriate.
- Provide high-quality data analysis to support policy development and strategic planning.
- Draft, update and implement policies and procedures relating to Child Licensing and CME/CMOE.
- Lead specific projects aligned to the role's responsibilities.
- Maintain up-to-date knowledge of legislation, national guidance and emerging themes in Child Licensing, Child Employment and CME.
- Handle all enquiries with professionalism, sensitivity, discretion and sound judgement.
- Undertake other duties as directed by the attendance manager in line with the role and service area.

### Internal Contacts:

These include Schools: Headteachers, Senior teaching staff and support staff, Attendance Welfare and Inclusion Service, Human Resources, Legal Service, Finance Service, Central Payments Team and Policy Team.

### External Contacts:

This will include Members of the public, venues and performance establishments, education providers.

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day-to-day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled post holder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:

Grade

No of posts

Number of partially managed staff:

Title:

Grade

No of posts

## PERSON SPECIFICATION

**JOB TITLE:** Child Licensing and CME Officer

**POST NO:**

**DEPARTMENT:** Children & Young People

**GRADE:** PO1

### Note to Candidates

The Person Specification sets out the essential and desirable skills, knowledge and experience required for the role. It informs shortlisting and interviews.

Criteria marked **(S)** are used specifically in shortlisting.

Criteria marked **(T)** will be assessed through a test or practical exercise.

Candidates with disabilities who meet all essential criteria except those affected by their disability will be shortlisted, and reasonable adjustments will be explored.

### Equal Opportunities

- Commitment to implementing the Council's Equal Opportunities policies. **(S)**
- Awareness of Equal Opportunities issues and the ability to apply them in practice. **(S)**

### Knowledge

- Detailed working knowledge of legislation and statutory guidance relating to:
  - Children Missing Education (CME)
  - Children Missing Out on Education (CMOE)
  - Child Performance Licences
  - Chaperone Licences
  - Body of Persons Approvals (BOPAs) **(S)**
- Strong understanding of customer care principles within a public-facing, high-scrutiny service. **(S)**
- Understanding of the need for objective decision-making within statutory frameworks, policy, and strict operational procedures. **(S)**
- Knowledge of safeguarding legislation, multi-agency processes and the wider context of children's education, welfare and risk indicators. **(S)**

### Aptitude

- Ability to interpret and apply legislation, regulation, and policy accurately within complex situations.
- Ability to develop practical and creative solutions to issues relating to CME, CMOE, performance licensing and chaperone suitability.
- Ability to manage workload effectively, prioritise competing demands and meet statutory deadlines.
- Ability to work with high levels of accuracy and professional judgement in sensitive or challenging cases.

## Skills

- High level of IT proficiency, including use of databases, spreadsheets and digital reporting tools. **(T)**
- Excellent written and verbal communication skills, with the ability to produce clear, accurate and accessible information for diverse audiences. **(S) (T)**
- Strong interpersonal skills and the ability to build constructive working relationships with schools, agencies, families and members of the public.
- Strong organisational skills, including record-keeping and case management.
- Excellent problem-solving skills and the ability to analyse complex data to identify risk or non-compliance.
- Exceptional attention to detail in decision-making, documentation and statutory reporting.

## Experience

- Experience writing and presenting complex information, such as policies, reports, guidance or formal letters. **(S)**
- Experience organising and forward-planning work to meet statutory deadlines and service priorities. **(S)**
- Experience prioritising own workload and managing competing demands in a fast-paced environment. **(S)**
- Experience handling sensitive cases confidentially, particularly those involving safeguarding and vulnerable children. **(S)**
- Experience working with data systems (e.g. Tribal/Synergy or equivalent), producing accurate management information. **(S)**
- Strong IT experience, particularly with Microsoft Office and digital case-management systems. **(S)**
- Experience negotiating or resolving issues with members of the public and partner agencies. **(S)**
- Experience working collaboratively as part of a team to progress cases or coordinate actions.
- Experience setting up, maintaining and improving office systems and processes. **(S)**
- Experience working with multi-agency partners on cases requiring coordination or escalation.
- Experience applying legislation or statutory guidance in an operational context.

## General Education

- High level of literacy and numeracy, demonstrated through qualifications or equivalent experience.

## Personal Qualities

- Able to deal sensitively, calmly and professionally with children, families and professionals while maintaining confidentiality.
- Resilient, adaptable and able to work under pressure with sound judgement.

- Commitment to safeguarding and the welfare of children.

**Circumstances**

- Ability to work occasionally in the evenings and weekends when required (e.g. urgent CME enquiries, licensing deadlines, or site visits).

**DBS Disclosure Required?**    **No**        **Basic**        **Enhanced**   

(Tick as appropriate – guidance available from your HR Advisor)

**Physical**

Generally, candidates must meet the standard Lewisham requirements for the post

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.