**Job Description & Person Specification**

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| **Post Title** | SEND Finance & Data Officer |
| **JE Reference**  | W783 | **Grade**  | E+ | **SCP Range** | 26-28 |

**Reporting line:**

SEND Manager

SEN Link Officer / SEND Finance & Data Officer

SEND Senior Business Support Officer

SEND Administrator

# **Job Purpose:**

To support the Local Authority to fulfil its duties in relation to the statutory function of assessment of children and young people with additional needs. To contribute to the ongoing review, evaluation and development of the SEND Service. To provide detailed information to the SEND Manager in relation to financial income and expenditure for the high needs budgets to enable appropriate decision making.

# **Relationships:**

**Accountable to:** SEND Manager

**Accountable for:** SEND Administrators for the service

**General Contacts:** The SEND Finance & Data Officer will liaise directly with parents, schools, colleges and academies, other services of the council and partner agencies in particular with health. There will be close working with Business Managers in schools and finance officers within other local authorities.

# **Key duties and responsibilities:**

1. To be responsible to the SEND Manager and to operate under his / her general supervision and guidance.
2. To work with the SEND Manager to improve communication within the team in order to effectively plan and forecast spend for in and out of borough schools.
3. To be responsible for allocating financial spend for children/young people with SEND in schools.
4. To develop systems to aid robust financial monitoring.
5. To be responsible to track financial spend to ensure resources is within budget allocated. To monitor expenditure and income across the cost centres for High Needs funding; ensuring the reporting of exceptions as appropriate.
6. To scrutinise and challenge costs to ensure they are appropriate including cross checking of SEND Provision to ensure what is paid for is actually being provided.
7. To supervise, guide and advise staff working within the SEN Service.
8. To supervise the workload and priorities of the administrative staff.
9. To undertake supervisions and appraisals for administrative staff, and to monitor and identify their training and development needs.
10. To review and improve the systems tracking SEND children/young people; to ensure the local authority are meeting statutory targets associated with the assessment of children and young people with additional needs, and the issuing of Education, Health and Care Plans.
11. To develop systems to support the SEND Manager in the evaluation of borough-wide SEND provision and individual pupil progress.
12. To contribute towards the development of a cohesive monitoring process and provide relevant information to enable the robust evaluation of SEN provision and its impact on pupil outcomes.
13. To analyse data and provide appropriate reports according to set criteria, including individual school and local authority profiles, and returns to the Department for Education and the Education Funding Agency.
14. To lead on the completion of the Department for Education and Education Funding Agency Statutory Returns and the co-ordination of SEND Data.
15. To produce accurate Management Information Systems for monitoring and evaluation purposes and develop and maintain the special educational needs database and associated records.
16. To liaise and develop good working relationships between schools, other professionals, internal and external agencies, and other staff in Children & Family Services, in relation to the assessment and review of children and young people.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:**  February 2017  **Author:** Deanne Taylor

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| **POST TITLE** | **GRADE** |
| SEND Finance and Data Officer | E+ |

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| **NOTE TO APPLICANTS**Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * To have substantial experience as an administrator within an organisation;
* Experience of working in the area of education;
* Substantial experience of working within a customer focussed environment and across multi-agencies;
* Experience of reviewing and developing administrative systems and procedures;
* Experience of supporting and supervising others;
* Experience of using management information systems and other ICT applications;
* Experience of maintaining and monitoring financial procedures and systems within an organisation.
 | * Experience of local authorities financial procedures and processes;
* Understanding of statutory guidance and assessment around Special Educational Needs.
* Experience of high needs funding
 | A, I, |
| **SKILLS AND ABILITIES** | * Excellent oral and written communication skills;
* Good interpersonal skills, including influencing, persuasion, and negotiation skills;
* Able to promote the service to its various customers, and be able to form positive working relationships;
* A proven ability to use Microsoft packages such as Word and Excel, and EMS Capita database;
* Ability to offer advice and guidance in relation to SEN.
* Excellent organisational skills;
* Able to prioritise own work and that of others to meet deadlines;
* Able to work independently and use initiative;
* Able to supervise others in their work;
* Able to use ICT packages to support the work of the service;
* Ability to display excellent attention to detail and creativity in day-to-day tasks and duties;
* Ability to interpret and analyse data for producing informational reports.
 | * A proven ability to interrogate databases & retrieve information from them (not just inputing)
* A certificate that demonstrates an ability to use modern computer systems, for example the European Computer Driving License (EDCL) or equivalent
 | A, I,C |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Good level of general education;
* NVQ Level 3 or equivalent administrative qualification / experience;
* Knowledge of educational and schools issues with regard to SEN;
* Good knowledge of Microsoft Office and Email packages;
* Understanding of the relevant legislation around data protection.
* Knowledge of the SEND Ofsted framework
 | * Understanding of other national policies to support vulnerable children and young people – attendance, exclusion, child protection;
* European Computer Driving Licence.
 | A, I, C |
| **OTHER REQUIREMENTS** | * Ability to respond to the pressures of the job including meeting tight deadlines;
* Flexibility in response to business needs
* Mental resilience rather than physical strength or stamina;
* Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours;
* Commitment to own continuous personal and professional development;
* Strong team player, committed to an ethos of continuous improvement;
* Ability to plan and development administrative systems;
* Able to respond to differing customer needs, including complex cases;
* Ability to work as a team player within a busy service.
 | * Evidence of own continuous personal and professional development;
 | A, I, C  |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users
 | * Evidence of having completed training in equality and diversity awareness
 | A,I  |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service
 | * Evidence of surpassing customer expectations or service targets / goals
 | A,I  |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE