

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE: EARLY HELP & SCHOOLS

SECTION: SPECIAL EDUCATIONAL NEEDS (SEN) & CHILDREN WITH DISABILITIES (CWD)

LOCATION: FLOOR 4, NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE

JOB TITLE: TEMPORARY ADMINISTRATIVE OFFICER (SEN)

POST NUMBER:

Grade: Grade 3

Accountable to: Administration Manager

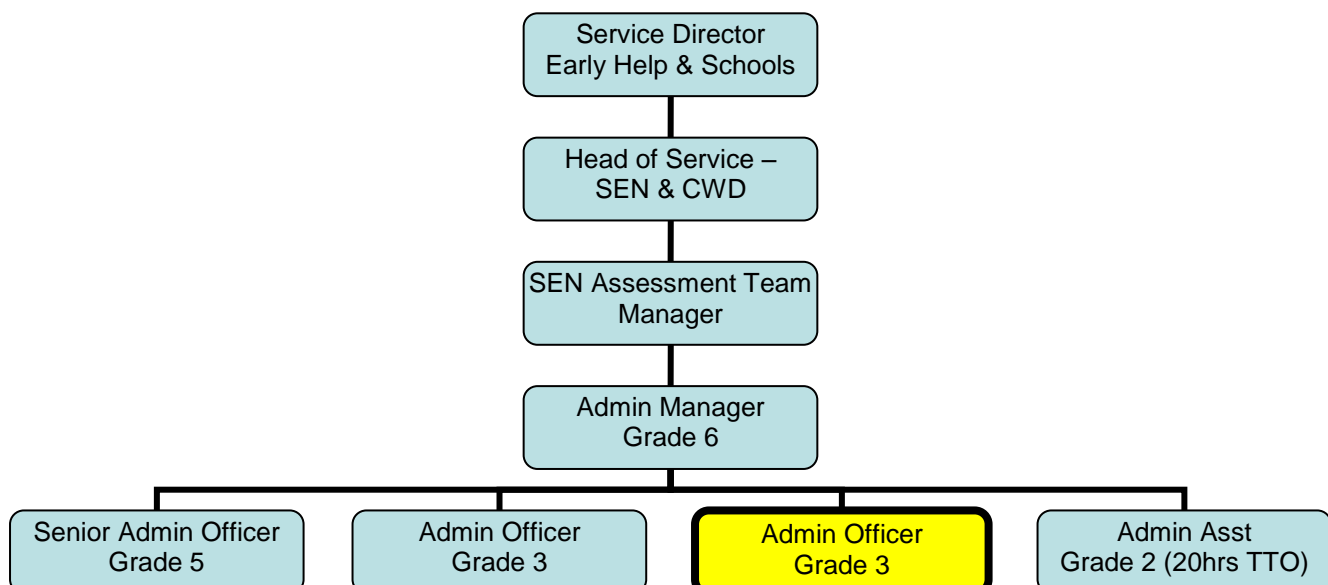
Accountable for: N/A

Hours of Duty: 37 hours per week in accordance with the Service's Work Life Balance Scheme

Any Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To provide specialist administrative support, in accordance with relevant legislation and local policy, relating to children with Special Educational Needs and Disabilities (SEND). Support the Admin Manager in the provision of a range of business support functions as they relate to SEN & Disabilities at a level commensurate with the grade of the post.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self both as an individual and as a member of the service.

Financial

To manage any financial resources delegated to the postholder in accordance with the financial regulations of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder, including software and ICT equipment.

To adhere to the Council's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal – staff within the Service, staff of other Services, staff within schools, Members of the Council

External – staff in other Authorities, members of the public, voluntary organisations

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers

- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To be responsible for the processing of Proposed and Final Education, health and Care Plans and for the copying and circulation of all confidential reports to parents and agencies in accordance with established procedures and timescales for identified pupils attending Rochdale schools and settings.
2. To monitor and process Amendments to Statements, Annual Reviews and Transition Plans for these pupils.
3. To maintain case files for these pupils and prepare these for multi-disciplinary case conferences and review meetings, including the preparation of chronologies as required.
4. To support the SEN Assessment team in the transfer of children and young people with statements of SEN to Education, Health and Care Plans.
5. To work with the Senior Admin Officer and finance colleagues in relation to the introduction of personal budgets for those families with EHC Plans.
6. Provide general administrative support to the team of SEN Officers including organizing meetings and minuting as required.
7. To respond to general enquiries and correspondence relating to SEN, ensuring that a high standard of service is provided to parents/carers, schools and other professionals (including those from Health, Social Services and the voluntary sector).
8. To be conversant with the changes in legislation and policy affecting work and procedures undertaken by the postholder.
9. To be the first point of contact within the Team for all matters relating to Home to School Transport to include:
 - liason with staff in other Service areas and particularly those within Environmental Management (Transport) to ensure all children who require Home to School Transport access this resolution of any difficulties which occur on a day-to-day basis regarding transport arrangements.
 - preparation of estimates for additional transport in the course of a school year and recommendations in relation to value for money
 - all correspondence relating to Home to School Transport in consultation with the relevant Officer
 - responding to telephone enquiries about Home to School Transport and resolving issues raised
 - maintaining records in relation to Home to School Transport which ensure that other staff can easily access information they may require in this area
10. To have lead responsibility within the Team for the consultation process in relation to new placements in Rochdale schools.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Kristy Nuttall Date February 2015

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Service Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Early Help & Schools	Post:	Temporary Administrative Officer (SEN)
Section :	SEN & CWD	Post No:	EHSCWDAT0012
Job ref:		Grade:	3

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Special Working Conditions			
1	Are you willing to work flexibly within the office environment including hot desking as required?	E	AF
Qualifications and Experience			
2	Do you have English & Maths Grade C GCSE or above or equivalent (e.g. CSE Grade 1)?	E	AF and check qualifications at interview
3	Please demonstrate your experience of working as a member of a team in a busy office environment	E	AF and I
4	What experience do you have of following administrative procedures and systems?	E	AF and I
Skills and Knowledge			
5	What is your awareness of education legislation as it relates to Special Educational Needs including the SEN Code of Practice?	E	AF and I
6	How would you communicate clearly and professionally on the telephone, face to face and in writing with parents and a range of professionals?	E	AF and I and A
7	What knowledge of IT applications, including the use of Microsoft Office – Excel and Word do you have?	E	AF and I and A
8	How would you work methodically and record information accurately e.g. note and minute taking, to agreed deadlines?	E	AF and I and A
9	Please give examples of your ability to work on your own initiative, monitor and prioritise your own work to meet deadlines	E	AF and I
10	What is your understanding of the importance of confidentiality as it relates to this post?	E	AF and I
11	Are you willing to work flexibly in accordance with the needs of the Team?	E	AF and I
12	Please demonstrate your good organisational skills	E	AF and I and A
Values and Behaviours			
13	Approach the job at all times using the values set out in the Rochdale Way: • Valuing our people	E	AF and I

<ul style="list-style-type: none"> • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>		
Armed Forces		
14 If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces	D	AF and I
15 If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D	AF and I