

Job Profile Information: SEN FINANCE & DATA ASSISTANT

This supplementary information for *SEN FINANCE & DATA ASSISTANT* is for guidance and must be used in conjunction with the Job Capsule for Level 2 Zone 2

Camden Way Category 2

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

- To work as part of a skilled support team to ensure that business, finance and data systems within the SEIS are robust, efficient, and accurate.
- To assist the team manager and officers with accurate data that will inform SEN budgets and associated resources (including income generation through traded services).
- To input accurate data in to IT systems to enable the team to monitor budgets, resources, systems development and performance, including liaising with schools and settings to maintain up to date data.
- The post-holder will work as part of a team of officers with responsibility for all operational functions associated with managing finance payments and tracking data relating to traded services.

Example outcomes or objectives that this role will deliver:

- Assist officers in the team to ensure payment of top-up and high needs funding across the range of settings and including personal budgets.
- Assist the team to monitor accuracy of payment data to inform and implement SEN related panel decisions
- To support the service to be able to provide regular data, forecasts, and analytics as required
- To monitor the pupil data for whom the authority has made provision, and to ensure outcomes are logged accurately.
- To implement systems for ensuring accurate data is held on compliance with annual review processes and the relevant officers notified.
- To contribute to the preparations for SEN Tribunals on occasion and as appropriate
- To communicate effectively with schools, settings and colleges to collate robust data and annual review information.
- The SEIS will have robust, efficient and transparent systems for managing and reporting finance, ensuring continued maintenance of accurate budget monitoring, forecasting, and timely reporting to inform strategic decision-making.

- The approach to collating annual review data is communicated effectively and is in line with Boroughs' ways of working, and is compliant with requirement for audit, both internal and external, and ensures accurate and timely statutory data returns.
- The service will hold accurate data in line with data protection and other relevant legislation..
- Service data will be recorded and monitored accurately, using the relevant data bases, for the purposes of reporting on a monthly basis, and for predicting trends in the SEN population and to report on projected spend for both children's services and as a baseline for the transition to adult services.
- The service's data management systems (currently Impulse, Framework-I and a developing QlikView site) will contain comprehensive data, be less reliant on separate spreadsheets to ensure accuracy, and the core systems will have accurate data that is accessible to staff within and outside of the service as required.
- The approach to IT systems development includes user views so that they meet the needs of the service.
- The service makes best use of ICT supported workflows that are used consistently to support efficient time management. The service makes best use of written communication, including web-based communication and correspondence with providers and with parents and young people, where this best supports the aims of the service.
- The service has a focused approach building partnerships and working collaboratively with early years' providers, school head teachers, business managers, SENDCos, Governors and FE providers.

People Management Responsibilities:

N/A

Relationships;

The post-holder will be expected to work collaboratively with officers in the service, colleges, schools and settings and will need to build strong relationships with service teams and customers

Work Environment:

- This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs. The post holder will be expected to work in an open plan office environment in which 'hot-desking' and agile working practices are implemented, and some working at home required.

- The post-holder may be expected to work at other sites.

Technical Knowledge and Experience:

Essential Qualification:

Qualifications in mathematics and English to at least GCSE level

Desirable Qualification:

- Qualifications in mathematics and English to at A level or degree level.
- Relevant experience in a data management role

Essential Knowledge and Experience:

- Excellent administrative skills including confidence in using data bases, Microsoft Office, in particular Excel
- Excellent interpersonal and communication skills
- Ability to work to statutory timescales and tight deadlines, and prioritise own work accordingly
- Knowledge and experience of data entry and using data bases
- Ability to write succinctly and coherently in communications with partner agencies and parents
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Desirable Knowledge and Experience:

- Experience of administering the financial payments in any sector
- Experience of supporting shared problem-solving working with practitioners in different teams and across disciplines
- Experience of working with a range of school staff at all levels
- Excellent data analysis and management skills – including presentation of data for a range of audiences
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Knowledge of the Children & Families Act (2014); associated regulations and the SEN Code of Practice (2014); Equalities

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

Chart Structure