

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties. The wider generic role profile is set out in Section B.

Role Details

Job Title:	Ethical Inclusion Partnerships Support Officer	MO582	
Salary Grade:	Grade G		
Team:	Access to Education		
Division / Service:	Education and Learning		
Directorate:	Communities		
Primary Location:	Saltisford Park, Warwick		
Car User:	Casual		
Responsible to:	Lead Professional – Vulnerable Groups		
Responsible for:	As below		

Role Purpose

The Ethical Inclusion Partnerships (EIPs) work with secondary schools across Warwickshire to prevent permanent exclusions to support schools to commission alternative provision.

The Ethical Inclusion Support Officer will be the first point of contact for secondary schools, alternative provision providers, and local authority officers providing a front line service to support the work of the four Ethical Inclusion Partnerships.

Providing rigorous and robust finance arrangement for all AP spends across EIP and SENDar team to ensure budgets are strictly adhered to.

Role Responsibilities

- Provide rigorous and robust financial reporting for the Ethical Inclusion Partnerships and SENDar.
- Organisation and coordination of events and meetings
- Ensure the MIS systems (Synergy, Agresso, CLM, Mosaic) used are updated and used to support oversight of outcomes for children and young people.
- Ensure all relevant paperwork is prepared for the FAP and Assessment Gateway meetings, minute these meetings and all agreed actions are followed up in line with the minutes.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Area Behaviour Partnerships Support Officer
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Main Tasks

- Operate a range of systems and procedures that specifically support the operations of the EIP.
- Track and monitor EIP and SENdar AP spend, process invoices, and provide lead LA officers regular finance reports to support quarterly cost centre management meetings
- Provide guidance and support to the EIP coordinators and senior Plan coordinators to support the quarterly finance forecasts and spend
- Regular monitoring and checking of the electronic registration system for young people in alternative settings; escalate concerns as appropriate
- Provide accurate data reports to lead LA officers for the purposes of monitoring attendance of pupils in alternative education settings and submission of annual DfE census returns
- Provide a frontline customer response service and resolve issues relating to financial and wider EIP enquiries
- Organise and coordinate county wide alternative provision events, EIP Steering Group and EIP Coordinators meetings including minute taking and paperwork preparation
- Monitor central email inboxes (e.g. Exclusions, Managed Moves, FAP referrals, Part time timetable notifications taxi queries, starter notification from providers)
- Undertake any other duties commensurate with the grading of the post as required by the LA lead officers

Section C: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

	Assessed By:
Educated to NVQ level 3 or above	A
Excellent literacy, numeracy and IT skills and the ability to work across a range of IT platforms and systems	AI
A wide range of effective communications skills in a variety of contexts and media including letter and report writing and formal meetings	AI
Experience of accounting for large sums of money	AI
To be able to independently interpret and analyse information to solve varied problems	AI
To be able to use own initiative to respond problems and unexpected situations	AI
The ability to work under pressure, with interruptions, to meet tight or unexpected deadlines	AI
High level of self-motivation balanced with strong team work	AI

Ability to maintain confidentiality and comply with data protection requirements	AI
Desirable Criteria	<i>Assessed By:</i>
Understanding of arrangements for the support of pupils at risk of exclusion	I
Knowledge of how schools commission alternative provision	I
Hold a full valid driving licence and able to travel to external meetings/venues	AI

Section D: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	