



Person Specification			
Post title	SEND Funding Monitoring Officer	Grade	F / £27,111 - £30,060

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Must be familiar with IPROC, CONTROCC and ICS systems	CV/SS, I
S2	Must be computer literate & experience of computer-based systems e.g. Microsoft Outlook, Excel, Word	CV/SS, I
S3	Assist with the maintenance and development of the computerised systems	CV/SS, I
S4	Appreciation of budgets and budgetary control	CV/SS, I
S5	Understanding of Councils financial regulations	CV/SS, I
S6	Experience in problem solving and analytical ability	CV/SS, I
S7	Must appreciate and have the ability to work as a member of a team	CV/SS, I
S8	Must adapt to, accept, influence and embrace change	CV/SS, I
S9	Must be able to work with minimum supervision, use initiative and accept responsibility	CV/SS, I
S10	Flexibility to undertake a variety of tasks	CV/SS, I
S11	Ability to meet deadlines and work within agreed resource levels prioritising competing demands	CV/SS, I
S12	Determination and ability to achieve results	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		

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C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	CV/SS, I
Qualifications		
Q1	Good standard of education including 3 – GCSE, maths, English above grade C or equivalent	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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