

Job Description

Job Title	SEND Data and Finance Analyst
Grade	PO1
Reporting To	SEN Senior Commissioning Manager
JD Ref	C&C0050P

Purpose

Analyse, manage and report on the Local Authorities Finance and SEN/D data, including the department's database and schools' performance data.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- To be responsible for the design and maintenance of the Department's SEN/D Finance / Pupil Database and to provide support to the LA/ SEN/D Team maximising its use as a management and planning tool.
- To report on the Local Authorities financial commitment and ensure that this is shared with relevant personal. This will include the Local Authorities payments for Out of Authority placements and payments for SEN/D Children and Young People in schools and colleges.
- To provide support to the LA and SEN Team by maintaining and developing the SEN database so as to maximise its use as a management and planning tool.
- To liaise with and attend user group meetings with SEN/D Database Provider regarding development of the Database.
- To monitor the secure email address and alert relevant personnel.

Data Analysis and Decision-Making:

- To provide and prepare reports to SEN and Finance Managers including preparation, compilation and monitoring of SEN budgets.
- To maintain and regularly update detailed financial records on the cost of Other Local Education Authority (OLEA) and Independent / Non-maintained school placements to support effective budgetary control and forecasting.
- To work closely with the SEN Senior Commissioning Manager and LA Finance in providing financial and statistical information required for projects relating to special educational needs.
- To be responsible for analysis and develop data management programmes for the SEN/D Team.

- To be proficient in the use of spreadsheets and databases and maintain data systems that can readily provide data for a variety of purposes including statutory returns to government and the LA. LA policies and procedures will be followed.
- To be proficient in Quality Assurance techniques in order to ensure data is robust and consistent.
- To cross reference the out of area placement spreadsheet with the High Needs database, alerting the SEN senior manager of any anomalies.
- To support consultations, including development of consultation questionnaires, collation and analysis of responses and production of summaries.

Performance Management:

- To provide a school performance data analysis service for High Needs to support the identification of trends and to help identify priorities for improvement at LA and school level.
- To analyse, track and report on SEN/D education performance, using local and national data, benchmarking and national guidelines.
- To review and develop the processes for capturing, analysing and reporting on SEN/D school performance data, including the Early Years Foundation Stage and all key stages, including data about the local performance of different pupil groups, local benchmarking and comparative data on post-16 destinations.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- To administer inter authority payments for special schools, independent and non-maintained schools, hospital and individual tuition and education other than at school.
- To approve orders on the purchase order system relating to future payments in connection with independent and non-maintained school fees and other purchase items as required.
- Complete tasks to support the annual SEN/D2 return, Alternative Provision Census and other statutory returns in accordance with DfE guidelines.
- To support inspections of the Local Authorities SEN/D function, in production of data.

Other:

- Any other duties commensurate with the grade.
- To have knowledge of common reporting technologies such as Crystal Reports, SQL and Business Objects.

Role Specific Knowledge, Experience And Skills

Qualifications

- Educated to A level standard or equivalent.

Knowledge & Skills

- Experience of budget management, preferably in a Local Government setting



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- Experience of analysing and compiling statistical and financial data to support financial systems and control of budgets
- Experience in maintaining and developing Information Technology systems to manage financial and administrative processes
- Excellent verbal and written communication, including writing reports, briefings, letters
- Experience of presenting to a wide range of audiences
- Evidence of effective decision making and problem-solving skills.
- Ability to make full use of information technology systems including word processing, spreadsheets and database software
- Ability to work under pressure, organise own workload and forward plan to meet statutory deadlines
- Ability to communicate effectively both orally and in writing
- Ability to consult and negotiate effectively and diplomatically with schools and other LAs
- Ability to maintain confidentiality
- Ability to manage a small team
- Willingness to work flexibly in undertaking additional duties and further training as necessary
- Ability to understand, implement and comply with the Council's Equal Opportunities Policy

Desirable

- Excellent communication and negotiation skills and an ability to influence outcomes, with reasoning, persuasion and tact.
- Knowledge around Capita and DfE data returns.

Experience

- Demonstrable track record of designing systems for data collection.
- The ability to analyse and review data sets and be able to present this to key departments and officers.
- Excellent IT skills and experience of developing and maintaining IT workflow systems and of inputting data into the system.
- Have designed and run reports from a system for the purpose of doing statistical analysis of the data for monitoring purposes.
- Experience of managing change effectively.
- Track record of managing competing priorities and tight deadlines when working under pressure.

Desirable

- A track record of developing and implementing delivering continuous improvement in service delivery and improved outcomes.
- Knowledge and experience of programme and change management.



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Additional Information

May be required to work occasional evenings or unsocial hours.

Able to travel throughout the borough using private/public transport.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Head of Service

Date Of Approval: 18.07.2018



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