

**WHERE  
CAREERS  
THRIVE**

**When potential  
is unlocked,  
talent *thrives***



**West  
Northamptonshire  
Council**

## **Early Years SEND Administrator**

**Education, Children's Services Directorate**

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Northamptonshire  
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## **Purpose and impact:**

1. To provide administrative and finance support to ensure that the early years Targeted Special Education Needs Funding (TSF) Panel process is implemented and run, in line with the terms of reference.
2. To provide administrative and finance support to ensure appropriate level of Targeted Special Education Needs funding is paid to early years providers for eligible children.
3. To maintain and update Targeted Special Education Needs functions within Capita ONE and MS TEAMS folders to record data and provide management and financial information.

## **Accountable to:**

Reports to: This role is accountable to the Funding, Compliance and Sufficiency Lead who is responsible for the direct line management of Early Education and Childcare Funding Service, which sits in the Early Education and Childcare Team.

Responsible for: Early years Targeted Special Needs Funding to support inclusion for children accessing the early years entitlements.

## **Responsibilities:**

1. To provide administrative and financial support to ensure that the monthly cycle of processes are undertaken to prepare for, run and deliver outcomes from, Targeted SEND Funding panel inline with the terms of reference. To include Panel setup, compiling of panel documents and preparation of decision sheets and outcome letters.
2. To provide specialist financial support to early years providers – to include advice and guidance regarding payments of Targeted SEND funding, calculations of appropriate level of funding, maintain records and to assist with processing accurate payments to early years sector, in a timely fashion and to monthly deadlines.
3. To compile and maintain management and financial information for the Funding, Compliance and Sufficiency lead and Early Years Lead, to support the wider management planning.
4. To contribute and assist with responses to complex funding issues and queries arising from the early years entitlements and Targeted SEND funding, which will require diplomacy and courtesy.
5. To ensure that Targeted SEND funding functions with Capita ONE are accurately maintained and updated to provide financial and management information to support efficient service delivery.
6. To assist with the development of systems and processes to deliver financial commitments and efficiency of the service delivery.
7. To provide business administrative support to the early education and childcare funding service functions and responsibilities for the early entitlements as required. To include ERP to raise purchase orders and invoices.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

<b>Skills and abilities:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Excellent Word and Excel skills at intermediate level – developing databases, spreadsheets and using pivot table etc.	Essential	A, T, I, D
Able to assimilate and understand and help to deliver complex administrative and financial processes	Essential	A, T, I
Able to use initiative and prioritise work to meet deadlines	Essential	A, T, I
Good customer service skills, both written and verbal. Able to resolve queries in a professional manner.	Essential	A, I
Ability to maintain an absolute level of confidentiality	Essential	A, I
Good eye for detail, methodical and accurate	Essential	A, T, I
Adaptable and enthusiastic and who enjoys working as part of a busy team.	Essential	A, I
Able to embrace change as systems and processes develop to improve the service delivery.	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I

<b>Knowledge:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Working knowledge and awareness of Data protection, security and confidentiality.	Essential	A, I
Knowledge of Capita ONE or similar data systems	Desirable	A, I
Knowledge of ERP	Desirable	A, I

<b>Relevant experience:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
Experience of providing administrative and financial support for complex business process.	Essential	A, T, I,
Experience in working in local government.	Desirable	A, I

<b>Education, training and work qualifications:</b>	<b>Essential / Desirable</b>	<b>Measured by</b>
NVQ level2 in relevant subject (administration, business administration, customer service, management) or equivalent experience	Essential	A, T, I, D
Good Level of Literacy and Numeracy (GCSE A - C)	Essential	A, D
A recognised qualification at intermediate level in the use of spreadsheets and databases (Excel) or equivalent experience.	Desirable	A, T, D
Evidence of recent Continuing Professional Development and/ or personal learning	Desirable	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

**Additional pre-employment checks specific to this role include:**

For example. Basic Disclosure, Standard Disclosure and Barring Service check, Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non police personnel vetting, Disqualification from Caring

## Day-to-day in the role:

<b>Hours:</b>	37 hours	<b>Primary work base:</b>	One Angel Square/Hybrid
<b>Job family band:</b>	WNC Band 3	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£26,914 - £27,781	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

As part of the role, you will be expected to be working engaging with the sector, working collaboratively with the internal teams, however there will also be times where you will be required in the office to attend meetings and to meet as part of the team service functions.

As such, this role has been identified as a part-flexible worker type. This means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)



# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

