



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Virtual School Coordinator

Grade: Level 3 Business Administration

Reports to: Senior-Coordinator

Responsible for: Not Applicable

Directorate and Service area: Virtual School, Children's Services

Purpose of the job

Insert a paragraph explaining why the job exists

To provide high-quality business, administrative and system support to enable the Virtual School and its officers to improve the educational attainment, progress, attendance and social, emotional and mental health of children in care, care leavers and children with a social worker.

Principal responsibilities

1. The provision of high-quality administrative support to Virtual School Officers and those contacting the Virtual School for support.
2. The maintenance and management of the information flowing into the Virtual School that provides the data to enable the functioning of Virtual School systems and processes and reports.
3. The maintenance and management of systems which support the functioning of the Virtual School including: a) the electronic personal education plan system, b) the monitoring of attendance and suspensions, c) the monitoring and payment of pupil premium plus to schools and other education settings, and others systems that may in future be needed to support the work of the Virtual School.
4. The maintenance, management and use of Microsoft Office applications that support the functioning of the Virtual School such as: Teams and its associated file structure, Power BI and its reports.
5. Support the Virtual School Senior Co-ordinator and the Virtual School Performance Analyst to carry out their duties. This includes the analysis of data using Power BI, the maintenance of Power BI reports and the identification of opportunities for system development and enhancement.
6. The maintenance of up-to-date knowledge, skills and understanding relating to national/local legislation and guidance, initiatives and good practice strategies related to the role.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parent possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Good standard of general education equivalent to a Level 3 qualification as a minimum. Evidence of commitment to personal development activity.	English and maths GCSE or equivalent.

Attributes	Essential criteria	Desirable criteria
Experience and Knowledge	Experience of building good working relationships with partners and customers. Knowledge at an advanced level of using Microsoft programmes especially Excel. Understanding of Education and Social Care organisation and legislation. Knowledge and experience of the particular challenges of mediation with schools, parents and carers, children and young people and other professionals. Previous experience of creating and maintaining systems and process, to provide data analysis and information management reports. Experienced in using a computerised database. This includes knowledge of data structures, maintenance, relationship with systems and manipulating, joining and analysing large datasets.	Experience of working in information management / data analysis. Experience of managing and manipulating large complex long term data analysis projects and datasets. Sound knowledge of the Data Protection Act and Principles. Knowledge of the UK education system.
Ability and Skills	Good verbal and written communication skills. Excellent interpersonal skills, liaison and mediation with schools and settings, social workers, children and young people, parents and carers and other professionals. Excellent organisational skills with proven experience of managing a demanding workload. To be able to work flexibly and dynamically and respond positively to change.	Able to effectively use Power BI.

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Ability to travel effectively between council locations. To work flexibly and in response to the needs of the service.	