

JOB DESCRIPTION

Post: High Needs and Student Financial Support Officer

Responsible To: Finance Systems Developer

Summary of Post: To provide a contract management and administration service relating to all aspects of EKC Group's High Needs provision funding agreements with Kent County Council and other Local Authorities. To co-ordinate standardised systems and processes for all aspects of student financial support funding, including bursaries and Free College Meals.

Specific Duties:

1. Co-ordinate and support the operation of standardised bursary and Free Meals applications systems and processes across the Group, in line with policy and DfE funding rules, and that enable students to understand and apply for support.
2. Co-ordinate and support the operation of compliant systems and processes for the administration of bursary and Free Meals funding, and other aspects of student financial support, working closely with College Services and EKC Training Operations teams.
3. Provide reports on bursary and Free Meals funding to support compliance and funding claims, enabling students to secure the support they are eligible for and require.
4. Liaise with Management Information and Funding colleagues to reconcile bursary and Free Meals claims with Individualised Learner Record (ILR) returns.
5. Support with internal and external audits, including co-ordinating the collation of student and financial records.

6. Be aware and up to date with the latest Department for Education funding rules for student financial support
7. Compile the high needs financial return to KCC and other local authorities, working closely with Finance and Curriculum colleagues. Check and monitor student retention and progress and provide updated information in line with contractual requirements.
8. Support the induction of Inclusive Learning staff on how to add data related to funding to digital platforms and how to check this information to meet expected deadlines.
9. Work closely with Finance Systems Developer on Budget and forecasts for High Needs and bursary funding.
10. Working with the Director of SEND, support the administration teams for high needs across EKC Group on their role and the process for coordinating statutory Annual Reviews in liaison with parents/carers, students, social workers and Local Authority Officers.
11. Liaise with the Director of SEND and other EKC Group staff regarding support processes, staffing / budget meetings in relation to High Needs Funding
12. Be aware and up to date with the latest High Needs Funding documentation and processes, and the SEND Code of Practice
13. Compile and manage the central record of students with a high level of need and to keep this information accurate. This informs the high needs funding records and return to local authorities
14. Liaise with local authorities outside of Kent to notify them of a high needs student and their duty to fund the support, compile the Service Level Agreement that relates to each local authority, and prepare invoices for processing
15. Using the required Local Authority format, collate the information on predicted student numbers for the following academic year

16. Assist in providing advice and support to help ensure that EKC Group is compliant with Local Authority contractual requirements, DfE funding rules, including working with Inclusive Learning teams to prepare and collate information for the audit of the provision for students with a high level of need

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

Public

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	To work effectively with competing priorities to tight deadlines	✓	✓	6
2.	To work effectively using IT systems to upload and prepare reports		✓	4
3.	Work effectively with financial documents and systems		✓	4
4.	Attention to detail and able to identify issues in documents, processes and procedures, with a particular focus on contractual and funding requirements		✓	6
5.	Ability to manage and maintain accurate records		✓	4
6.	Good interpersonal skills and customer service standards	✓	✓	4
7.	Good communication and skills	✓	✓	4
8.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Minimum of two years' experience of contract administration	✓	✓	4
2.	A working knowledge of SEN and how it applies to further education colleges	✓	✓	6
3.	A detailed knowledge of local authority arrangements for commissioning high need places		✓	4
4.	A sound understanding of and commitment to achieving excellence in supporting high needs students		✓	6
5.	A thorough understanding and knowledge of funding for High Needs students and the issues currently facing further education	✓	✓	6
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4

3.	NVQ Level 3 or equivalent in Business Administration	✓		4
4.	Evidence of continuing education and training	✓	✓	4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.