

## JOB DESCRIPTION

<b>Post Title:</b> Child Looked After Co-ordinator		<b>Director/Service/Sector:</b> Children's Services		<b>Office Use</b>		
<b>Grade:</b> Band 3		<b>Workplace:</b> Northumbria House, Cramlington		<b>JE ref:</b> 4316		
<b>Responsible to:</b> Virtual School Deputy Head		<b>Date:</b> June 2023		<b>HRMS ref:</b>		
<b>Job Purpose:</b> Support the Education Support for Looked After Children Team in undertaking a range of administrative tasks relating to supporting and promoting the children of children in care and care leavers.						
<b>Resources</b>		Staff	None			
		Finance	None			
		Physical	Careful use of PC and shared responsibility for other office equipment provided. Handling and processing information.			
		Clients	Education Support for Looked after Children Team, Business Support Team, Designated Teachers			
<b>Duties and key result areas:</b>						
<ol style="list-style-type: none"> <li>1. Assist with the organisation of the work of a group or team of staff, providing clear guidance and motivating staff to achieve service objectives and quality standards.</li> <li>2. Contribute to the training and development of staff involved with children in care, acting as coach and mentor as necessary.</li> <li>3. Lead on data input of monthly returns regarding attendance and any reports as necessary within timescales.</li> <li>4. Provide admin support for the monthly EET tracking panel, including preparation, minute taking and follow up actions.</li> <li>5. Maintain performance management tools as needed and provide data and information to the Lead Teachers, DVSH as requested.</li> <li>6. Maintain information systems such as filing, service, client or asset records, booking systems and reference materials in a manner that ensures accuracy, confidentiality, rapid access and ease of use.</li> <li>7. Assist with more complex support work to investigate, collate, record, manipulate, extract and distribute data as requested by the DVSH.</li> <li>8. Respond to more complex or detailed enquiries both verbally and in writing relating to looked after children and care leavers.</li> <li>9. Undertake training and refresher training on the safeguarding of children.</li> <li>10. Arrange meetings, attending and taking accurate, straightforward notes as requested.</li> <li>11. Deal with external sources (clients, suppliers, public, other public bodies) resolving non-routine queries and problems.</li> <li>12. Prepare material for committees, working groups, team meetings.</li> <li>13. Undertake any other duties and responsibilities consistent with the nature, level and grade of the post to both the ESLAC Team and wider Virtual School</li> </ol>						
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.						
<b>Work Arrangements</b>						
Transport requirements:						
Working patterns:						
Working conditions:						

## PERSON SPECIFICATION

<b>Post Title:</b> Child Looked After Coordinator		<b>Director/Service/Sector:</b>	Ref: 4316
<b>Essential</b>	<b>Desirable</b>		<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
<p>A good general education demonstrating numeracy and literacy. NVQ Level 2 or equivalent in a business-related discipline.</p> <p>Knowledge of safeguarding arrangements for children in education and Post 16 settings.</p>		<p>NVQ Level 3 or equivalent in a business related discipline. A knowledge and understanding of the directorate's services.</p>	
<b>Experience</b>			
<p>Experience in a similar role covering a broad range of support tasks and procedures</p> <p>Experience in using office applications on a personal computer</p> <p>Experience using Microsoft Office.</p>		<p>Experience of the directorate' services. Previous experience of supervising others.</p>	
<b>Skills and competencies</b>			
<p>Writes clearly, succinctly and correctly.</p> <p>Able to quickly and accurately manipulate numerical data using all arithmetic functions.</p> <p>Ability to use databases efficiently eg ICS and EMS</p> <p>Ability to organise self and work without constant supervision. Skilled in using office applications on a personal computer.</p> <p>Able to apply technology in new work-related situations.</p> <p>Able to follow instructions and procedures without constant supervision.</p> <p>Ability to form appropriate relationships quickly.</p> <p>Works in a systematic and orderly manner. Knowledge of a broad range of work related tasks</p>		<p>Advanced skills in Microsoft Office.</p>	
<b>Physical, mental and emotional demands</b>			
<p>Usually works in a seated position.</p> <p>Some standing, walking, stretching or lifting.</p>			

<p>Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands.  Contact with the public may result in some emotional demands.  Minimal exposure to disagreeable, unpleasant or hazardous conditions</p>		
<p><b>Other</b></p>		
<p>A commitment to providing a quality administrative support service.  Reliable and keeps good time.  Demonstrates integrity and upholds values and principles.  Promotes equal opportunities and diversity in all aspects of work.  Appropriately follows instructions to achieve set objectives.  Works collaboratively to achieve team spirit.  Adapts to change by adopting a flexible and cooperative attitude.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits