**Children with Special Educational Needs Service**

**Job details:**

Salary range: £26,873- £28,770 pro-rata, per annum

Work location: The Net/The Vibe, Abingdon/Didcot or County Hall, Oxford

(NB We promote agile working so there will be opportunities to do a mixture of working from an office and working from home.)

Hours per week: 37

Contract type: 2 posts available, 1 Permanent and 1 Fixed Term for 1 year initially with potential to go permanent.

Closing date: 13th October 2024

Interview date: To be confirmed following shortlisting.

Vetting requirements: This role is subject to a Criminal Records Check. Please note that under safer recruitment requirements, references will be requested prior to interview.

Would you like a career in Business Administration and to be part of the exciting changes happening in the Local Authority or are you looking to come back into the workplace after a break away?

If the answer is yes, then this is a fantastic opportunity to establish a career within Business Administration.

**About us:**

An exciting role is available in our fast-paced team supporting our Children with Special Educational Needs Service.

The role supporting the EHCP casework team is crucial in supporting CSEN Officers to work effectively to deliver statutory responsibilities in relation to the identification and assessment of, and provision for, children in your community with special educational needs.

The panel role operates alongside two other panel administrators specifically managing the panel processes, which is are crucial in the statutory EHCP process. The main responsibility of the Panel is to make decisions to do with assessment requests, resource support and placements.

We are looking for people that are organised, have good ICT skills and can build excellent working relationships with parents, schools and professionals and will strive to provide efficient and first-class customer service.

**About the Roles:**

The roles we are currently recruiting to are:

Team Support Officer, 37 Hours, supporting the EHCP Casework Teams based at the Net, Abingdon with some office days taking place at the Vibe, Didcot.

Team Support Officer, 37 Hours, working as part of the SEND Business Support Team based at County Hall, supporting the panels.

Some of the work that you will be undertaking will be:

* Taking phone calls from parents, schools and professionals
* Processing statutory paperwork relating to EHCP assessment and EHCP annual reviews
* Uploading information to our database
* Issuing confidential paperwork
* Supporting our Special Educational Needs Services

Specific to the panel role is:

* Organising meetings with internal and external professionals
* Collating papers
* Attending panel meetings to record minutes and actions
* Processing referrals for the Panel

We have a dedicated training and induction plan where we will develop your knowledge, skills and expertise in all administrative areas.

**Rewards and benefits**

It really is true that every single job role here contributes to bettering the lives of the people in our county - we want to do this for our employees too. We are proud of our strong flexible working culture, including the opportunity for flexibility on working hours and the use of technology to support agile working. We offer some of the very best learning and development opportunities to support your ongoing development.

We have a generous holiday allowance which rises as you remain in employment with us up to 32 days, as well as giving you the option to buy additional holiday. You will also have access to a Local Government Pension Scheme with employer contributions of up to 19.9% of your salary; a range of local and national retail discounts; and a host of enhanced family friendly policies including carers leave and paid time off for volunteering.

**Would you like to know more?**

[**Please click here to view the Job Description and Selection Criteria**](https://www.oxfordshire.gov.uk/sites/default/files/file/jobs-2020/AdministrativeOfficerSpecialistJD.pdf).

For an informal discussion about the roles please contact:

Anna Gimigliano, Business Development Team Leader on 07824 538755 or email [anna.gimigliano@oxfordshire.gov.uk](mailto:anna.gimigliano@oxfordshire.gov.uk)

Or Kristal Holding, Business Support Team Leader on 07709 523692 or email [kristal.holding@oxfordshire.gov.uk](mailto:kristal.holding@oxfordshire.gov.uk)

**Application Procedure**

To apply, you will need to complete an online application form. This includes a section asking you to explain how you meet the role requirements, as specified in the job posting. You may attach a cover letter and/or CV to your application form; however it is not mandatory.

*Our Organisation is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.*

*As a Disability Confident employer, we guarantee an interview for disabled applicants who meet the essential criteria for the job. We also guarantee interviews to care leavers who have completed further education and who meet the essential criteria for the job. For those leaving care without any further education we guarantee an interview for our apprenticeships.*

*All posts, unless stated otherwise, are open to flexible working arrangements.*

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