

Kent County Council

Job Description: *Communities Clerk (SEND)*

Directorate:	Children, Young People and Education
Unit/Section:	Special Educational Needs and Disability (SEND) Communities of Schools
Grade:	KSD
Responsible to:	SEND Business Support Lead

Purpose of the Job:

There are 53 Communities of Schools (CoS) in Kent. This is a new model, and their aim is to provide comprehensive support to children, young people, and their families by addressing various needs locally.

We are seeking a highly organised and proactive individual to join our Centralised Business Support team as a Community Clerk. providing comprehensive support to the Chairs of a number of these Communities of schools. This post is a term time only contract.

The post holder is responsible for administering, within required timescales, all organisational processes associated with the Communities of schools including accurate recording of complex, multiagency case discussions, and includes following up, oversight, maintenance, and amendments, to the SharePoint files and folders

Main duties and responsibilities:

To oversee the smooth running of the Communities of Schools' multiagency meetings in a professional manner ensuring that timescales are met with. Providing professional support and guidance to the Communities of Schools membership including ensuring and managing the Request for Resources forms for the Communities of Schools and overseeing and supporting issues of attendance and compliance within the Operational Guidance

- To provide comprehensive support to the individual Chairs of the Communities of schools, including Communities of Schools diary and inbox management, reviewing all correspondence, highlighting, and managing feedback and tracking replies. Regularly monitor inbox content to ensure all outstanding actions and issues of non-attendance are brought to the Chairs' notice within timescale.
- To ensure that the members of the Communities of Schools meetings have a copy of the agenda and supporting paperwork, including details of the location meetings, at least 5 working days in advance of all forthcoming meetings and is made aware of any outstanding actions allocated against their name in a timely manner.
- To act as first point of contact on behalf of the Chair and take appropriate action in relation to queries multi-agency partners and others to ensure that these queries are dealt with effectively and in a professional manner.
- To plan, organise and coordinate internal and external meetings with the Chairs, including large gatherings, booking venues, preparing agendas ensuring that the whole process runs smoothly and that every other administrative aspect is covered including the completion and submission of Request for Resource forms within 3 working days of their approval

- Providing high quality, comprehensive and accurate minutes for all of the meetings within the Community of Schools areas and collate the quarterly reports for the appropriate governance.
- To continually look at ways to improve and develop all office systems, ensuring that files are constantly updated and that systems are adapted to improve effectiveness in line with the County's Record Retention Policy, GDPR and Freedom of Information Protocols.
- To work flexibly as part of an administration team supporting the Chairs and contributing to seamless cover of all duties and requirements.

Additional Management Support:

- Provide support with tasks related to Communities of Schools and wider management issues, including research and data analysis, event and training booking
- Support the work of the wider Centralised Business Support team and the work of the Senior Business Support Officer
- Delivering flexibly to ensure all 53 Community of schools are covered during periods of leave, diary clashes etc

This is a hybrid role with some homeworking and some office working. However, the successful applicant will be required to work across KCC buildings and the relevant schools within your Communities' area with some homeworking available as the business needs allow.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Communities Clerk for Communities of Schools (SEND)*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 2 or 3 Diploma or equivalent.
EXPERIENCE	<ul style="list-style-type: none">• Experience in a senior administrative or business support role• Experience of working with senior leads and headteacher and arranging and supporting high level meetings• Experience of working with challenging and conflicting priorities.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent organisational and time management skills, with the ability to prioritise tasks and meet deadlines.• Strong attention to detail and accuracy in all aspects of work. process accurate and timely records and to investigate complex queries and anomalies, and drafting reports and correspondence• Proficient in using office software and ICT tools, including ability to produce a range of documents and reports using Microsoft Office, databases, Synergy, and case management systems• Effective communication skills, both written and verbal, with the ability to interact professionally with staff at all levels.• Demonstrated ability to maintain confidentiality and handle sensitive information appropriately.• Ability to take accurate minute of meetings and take a proactive approach to maintaining and tracking action points.• Research and analyse data and writing reports• Resilience and critical thinking skills.• Be able to act on own initiative• Ability to travel to the schools within the CoS area in a timely and flexible manner at various times of the day to support meetings if required, using car, public transport, car-sharing etc.
KNOWLEDGE	<ul style="list-style-type: none">• Understanding of ICT applications and a working knowledge of Microsoft Office (Outlook, Word, and Excel).• Understanding of Special Educational Needs & Disabilities.• Awareness of policies and procedures in relation to Safeguarding, Health and Safety, Equalities and Diversity.• Knowledge of Data Protection, GDPR and confidentiality issues.

**KENT VALUES
AND CULTURAL
ATTRIBUTES**

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making