

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Education Safeguarding Service</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Head of Service</b>

**Purpose of the Job:**

Support the Head of Service in overseeing the Education Safeguarding Service, with a specific focus on leading the administration and financial aspects of commissioned work.

Manage a team ensuring robust execution of safeguarding responsibilities under relevant legislation, supporting schools, Early Years providers, and education partners to meet statutory requirements.

**Main duties and responsibilities:**

- Collaborate with the Head of Service to manage the Education Safeguarding Service's budget, forecasting monthly income, troubleshooting discrepancies, and assessing the need for additional commissioned work.
- Oversee end-to-end processes for both Core and bespoke training and consultancy work, ensuring accurate records, timely invoicing, updating of training statuses and handling delegate queries related to finance and debt recovery.
- Act as the Single Point of Contact for internal and external stakeholders e.g. The Education People, Education Safeguarding Service, elected Members, senior officers, across a range of statutory processes e.g. Child Death Reviews and Ofsted notifications, briefing the Head of Service, providing outcomes and referring complex matters to senior colleagues as appropriate.
- Oversee direct line management and development of administrative staff, including managing recruitment, induction, training and performance management of staff in accordance with KCC processes.
- Provide effective co-ordination and deployment of resources across the Business Support team to ensure the service is supported across a range of priorities.
- Contribute to the management of the service's website, showcasing products and maintaining updated information.
- Assist Head of Service to prepare the annual report by researching, coordinating, and analysing countywide data, presenting findings for the report.

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

Kent County Council  
 Person Specification: *Education Safeguarding Support Officer*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ Level 3 (or high level of operational experience) in business or management and finance</li> <li>• Attendance on internal or external courses related to safeguarding children and education</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Understanding of managing budgets</li> <li>• Understanding of budget management software</li> <li>• Experience in analysing, validating and reporting on management information data in line with business needs, external funding agencies and other stakeholders</li> <li>• Experience in dealing with sensitive information related to safeguarding children</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to motivate, develop and lead a team.</li> <li>• Excellent IT skills with a comprehensive working knowledge of Microsoft Office packages particularly Word, Excel and PowerPoint.</li> <li>• Working knowledge of Oracle applications</li> <li>• Ability to prioritise work to meet required deadlines.</li> <li>• Excellent interpersonal skills and communication skills; must be able to communicate effectively at all levels</li> <li>• Ability to work on own initiative and as part of a team to produce required end results.</li> <li>• Ability to recognise when to refer complex decisions to manager and/or senior colleagues.</li> <li>• Proven business administration, financial and supervisory skills</li> <li>• Minuting of complex commissioned Management Investigations</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of legislation and statutory guidance related to safeguarding responsibilities for education providers</li> <li>• Knowledge of financial procedures and monitoring protocols</li> <li>• Clear understanding of performance management procedures.</li> <li>• Knowledge and understanding of spreadsheets and database packages.</li> </ul>

## 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