

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Virtual School Administrator and Finance Officer	Grade:	SO1
Reports to (Designation):	Assistant Head Teacher for Primary & Post Permanence	Grade:	
Directorate:	CYP	Section:	Virtual School

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#### **Main Purpose of the job:**

To be responsible for databases that monitor the movement, status, school attendance, exclusion and attainment of Lewisham Looked after Children.

To be a first point of contact for Education, Social Care and the public for queries in relation to services and issues regarding the education of Looked After Children.

To support the process of ensuring all of Lewisham Looked after Children have an educational placement.

To ensure that every CLA has up to date educational data when they enter care and to maintain this during their period of care.

To be responsible for Virtual school finance system ensuring efficient and effective processing and recording of financial transactions across budgets, including but not exclusive of, payments made from the Pupil Premium Grant to schools and a range of stakeholders.

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#### **Summary of Responsibilities and Personal Duties:**

1. To ensure the integrity and quality of data held on the database for the Virtual school is an accurate account of the children in care to Lewisham LA.
2. To manage the educational data for all LAC when they enter care.
3. To manage and develop databases used by Lewisham Virtual School
4. To produce data extracts and / or information as required for Virtual school when required
5. To give general advice with regards to the education of Looked after Children.
6. To liaise with schools, social care and other partner agencies when appropriate.
7. To manage own workload within the guidelines of regular supervision as well as supervising the occasional temporary workers, as well as student placements in the team.
8. To keep up to date with current and impending legislation in relation to the education of looked after children and provide advice on this to the general public and other interested parties. To attend appropriate training as required.
9. To provide specific administrative support to the Headteacher when appropriate.

10. To provide general administrative support to the Headteacher and other members of The Virtual school.
11. To support the Headteacher to deliver programmes related to the educational needs of Looked after Children to teachers and other relevant groups.
12. To manage allocation of office resources such as stationery and ICT equipment.
13. To process team expenses and take responsibility for procurement of resources.
14. To be responsible for the accurate management of petty cash
15. To be responsible for processing financial transactions and to keep an accurate record of spend across budgets including Pupil Premium. Ensuring payment to schools is actioned within appropriate timescales.
16. To ensure that team members follow correct procedures when agreeing Pupil Premium Grant Spend
17. To manage the work of any admin support commissioned by The Virtual School
18. To monitor and report on Virtual School finance and to be accountable for the appropriate allocation of the Pupil Premium Grant
19. To have discretion on approving spend for the Virtual School team up to approximately 2K.
20. To have responsibility for approving appropriate use of Pupil Premium Grant and communicating this to a range of stakeholders.
21. To communicate council policy on PPG to a variety of stakeholders and to have discretion for how the Virtual School works within these guidelines. To update stakeholders on any policy change.
22. To provide specialist advice to a range of stakeholders on best use of PPG
23. To advise the Head teacher on budgets held within the Virtual school.

Internal Contacts: These include social services, performance, admissions, performance team, attendance and welfare officers, SEN department, inclusion officer and SIP.

External Contacts: This will include schools, colleges, alternative educational provision, local authorities, SEN departments, carers, residential homes, CAMHS, both in and out of borough.

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET  
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title:	Grade	No of posts
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Number of partially managed staff:

Title:	Grade	No of posts
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## PERSON SPECIFICATION

**JOB TITLE: Virtual School Administrator  
and Finance Officer**

**GRADE: SO1**

**DEPARTMENT: CYP – Virtual School**

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of short listing.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies. **S**

Awareness of Equal Opportunities issues. **S**

### Knowledge

An understanding of issues faced by  
Looked After Children, their families and carers. **S**

An understanding of schools and current  
legislation relating to their day to day operation. **S**

An understanding of performance monitoring  
and the development and maintenance of quality information  
systems to measure performance. **S**

Good working knowledge of spreadsheets, database and word  
processing applications. **S**

An understanding of Lewisham's finance policy

Good working knowledge of administrative procedures and systems **S**

### Aptitude:

Ability to work closely with schools, Social  
Workers, carers and other professionals.

Ability to work as part of a multi-disciplinary  
Team and to be able to work independently.

Ability to work under pressure and meet varied deadlines

A ability to manage the work of admin staff when appropriate

**Skills:**

Excellent ICT skills

Excellent organisational skills

Excellent verbal and written communication skills.

Good numeracy skills

**Experience:**

Demonstrable experience of working in or with Social Services and/or experience of working in or with schools. **S**

Experience of using wide range of computer packages including Microsoft Word, Access and Excel **S**

Experience of maintaining clear, accurate and informative records and to write coherent reports. **S**

Significant experience of organizing an effective administrative support service **S**

Experience of producing statistical reports and using spreadsheets **S**

Experience of the effective maintenance of a computerised database **S**

Experience of managing financial systems

**General Education:**

Good standard of education.

**Personal Qualities:**

Able to use own initiative and to have collaborative approach to problem solving

Flexible attitude to the needs of the service

**Physical**

Generally candidates must meet the standard Lewisham requirements for the post

**Circumstances**

**DBS Disclosure Required?**    **No**        **Basic**        **Enhanced**   

(Tick as appropriate – guidance available from your HR Advisor)

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