

A Day in the Life.....

Business Support Officer/Manager – Grade 9 (Educational Psychology & Early Years SEND Support)

Educational Psychology & Early Years SEND Support provides advice and guidance to parents, pre-school settings, schools and further education settings for children and young people with Special Educational Needs aged 0 to 25 years.

The Service is made up of:

- Educational Psychologists
- Early Years Specialist Teacher and Practitioners
- A dedicated team for Children in Care working alongside Educational Psychologists
- Business Support

The post is based at Empire House and involves leading a small team of Business Support Officers in ensuring efficient and effective administrative support is in place for the professional teams both in their peripatetic role across Kirklees as well as the delivery of training and support to education settings

This post is varied and interesting, no one day is ever the same and whilst it can be fast paced and challenging it rewards you with the knowledge that the children and young people of Kirklees benefit directly from the work done by the service that you have a key role in.

Below is just a flavour of the types of things you will be involved in:

- Managing and supporting the Business Support Team, and Senior Leadership Team
- Ensuring systems and processes are effective, efficient, fit for purpose and understood by staff
- Resolving issues and queries in a solution focussed way
- Provide statistical information in the most appropriate format for members of the senior management team and beyond
- Maintaining and developing the service module of the database used by the Education service
- Networking with other services
- Working with partner agencies where required
- Developing systems to support the requirements of the service
- Operational support for financial aspects of the service, supporting senior management as required
- Ensuring a clear overview of staff within the service and dealing with payroll related issues and queries
- Ensuring compliance with GDPR including staff awareness
- Ensuring compliance Health and Safety including staff awareness
- Supporting with the recruitment process for all teams within the service