

July 2019

**Application for post of County Sensory Business Support Officer (Base: Folkestone)**

Thank you for your interest in the vacancy for the above position.

The Specialist Teaching and Learning Services team, employed by Valence School, provides a service for children and young people (0 - 19 years) with special educational needs and disabilities (SEND). We also offer advice and training for pre-schools, mainstream schools and academies on how to meet the needs of children with SEND. The Sensory Service team delivers sensory support across the county and operates from 14 different bases.

Our specialist teachers are experienced teachers with a qualification in one or more areas of SEND. They work alongside other professionals in providing effective and co-ordinated support. Our aim as a team is that children and young people with Special Educational Needs can have their learning, physical, social and emotional needs met, so that they can be fully included at school and make good educational progress.

Please find enclosed the following forms:

- Application Form } to complete and return
- Equality Monitoring Form } to complete and return
- Mission Statement
- Copy of the Advertisement
- Job Description and Person Specification.

The closing date is **18<sup>th</sup> July 2019** and we look forward to receiving your completed forms at your earliest convenience. Interviews will take place on 29<sup>th</sup> August 2019.

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all staff to share this commitment. References will be taken up before interview and successful applicants will need an enhanced DBS check. Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

Should you require any additional information or would like to arrange an informal visit to the school please do not hesitate to contact us.

Yours sincerely

*Jackie Cummins*

Senior HR Assistant



**Valence School**  
enabling independence

Westerham Road, Westerham TN16 1QN  
t: 01959 567841  
e: [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)  
w: [www.valenceschool.com](http://www.valenceschool.com)

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## **SENSORY BUSINESS SUPPORT OFFICER**

### **Based in Folkestone**

### **Part Time - 24 hours per week - Term Time**

### **Kent Range 5**

This post supports the work of Kent's Specialist Teaching team for Visual Impairment and Multi-Sensory Impairment/Deafblindness. The post is based with the Specialist Teaching and Learning Services at The Beacon School, Park Farm Road, Folkestone, Kent CT19 5DN

The Sensory Service welcomes applications from Business Support Officers with good ICT and office skills to directly support the VI Coordinators and a county team of Specialist Teachers for Sensory Impairment.

The Sensory Service is county wide service operating within all 12 districts in Kent, and is managed through Valence School. It is committed to providing high quality Teaching and Learning support for children and young people with sensory impairment. The Sensory Service works with children from birth or diagnosis in the home, preschool settings, mainstream schools/academies and special schools.

**For details about this post and the sensory service please contact:**  
**Jennie Russell, Visual Impairment Coordinator Tel: 07795 151364**  
**[jrussell@valence.kent.sch.uk](mailto:jrussell@valence.kent.sch.uk)**

**Closing date: 18<sup>th</sup> July 2019      Interview date: 29<sup>th</sup> August 2019**  
**Start date: September/October 2019**

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Valence School is committed to safeguarding and promoting the welfare of every student and we expect all our staff and volunteers to share this commitment. References will be taken up before interview and the successful applicant will require an enhanced DBS check.

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## Valence School Job description:

# COUNTY SENSORY BUSINESS SUPPORT OFFICER

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**Responsible to:** HI or VI Coordinators Head of Sensory Service

The STLS Sensory Service are part of the Specialist Teaching and Learning Services employed by Valence School. The team delivers sensory support across the county and operates from 15 different bases.

### Main purpose

- Provide business support Sensory Service County Strategic Team.
- Assist in the smooth running of services for children and young people with sensory impairment.
- Supporting improved outcomes for children and young people with sensory impairment.
- Take a proactive role in relation to its day-to-day functioning.

### Duties and responsibilities

1. Act as the main point of contact for the sensory impairment teams and the County Sensory strategic team.
  2. Assess the nature of telephone calls referring them to the appropriate person and managing follow ups and timescales as appropriate including dealing with simple complaints and complex enquiries.
  3. Produce word processed documents and draft routine correspondence as directed, tracking responses to correspondence and other paperwork within appropriate timescales, in order to provide a reliable and high quality service to the team.
  4. Develop, maintain and monitor all office systems, including database and filing systems, both computerised and manual, to ensure systems are adapted where necessary to improve effectiveness in line with General Data Protection Regulations, Information Governance and Freedom of Information protocols.
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5. Support the day-to-day clerical and administrative functions of the team in addition to monitoring e-mails and telephone messages for appropriate members of the County Sensory strategic team.
6. Provide strategic support for the effective processing of sensory referrals to the service and ensure that child level data is accurately recorded on the KCC SEND children's database, Synergy.
7. Arrange and co-ordinate appointments and meetings on behalf of the County Sensory strategic team, manage electronic diaries as required.
8. Support the organisation of seminars and events such as those involving external agencies and speakers including booking venues and refreshments.
9. Arrange strategic meetings, take minutes of meetings as required, circulate relevant documents, check that any points are actioned and ensure the function of the meeting is well supported and effective.
10. Process, maintain and monitor financial records relating to expenditure and income, including the preparation of invoices for payment, processing charges and monitoring expenditure against budgets, identifying and referring to manager anomalies to ensure financial information and procedures relating to the team are accurate and up-to-date.
11. Provide support for a range of administrative tracking systems, including monitoring initiatives and projects as directed; monitor correspondence, complaints, annual and sick leave and ensure follow up and relevant action is taken as necessary.
12. Order new specialist equipment as advised, monitor the deployment of equipment and arrange any maintenance as required.
13. Participate actively and effectively in the Performance Appraisal process.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post.



## Valence School Person Specification: COUNTY SENSORY BUSINESS SUPPORT OFFICER

The following outlines the criteria for this post. Applicants should describe in their application how they meet these criteria.

REQUIREMENT	ESSENTIAL	DESIRABLE
1. Qualifications/ Experience	<p>NVQ 2 (or equivalent) in office skills</p> <p>Willingness to work towards NVQ3 in office skills or equivalent if required</p> <p>Practical experience in a similar environment</p> <p>Office administration experience</p> <p>Experience of drafting correspondence</p>	
Skills	<p>Literacy and numeracy skills</p> <p>Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions</p> <p>Interpersonal, organisational and administrative skills</p> <p>Ability to develop and maintain effective computerised and manual filing systems</p> <p>Ability to organise and prioritise workload to achieve deadlines</p> <p>Ability to investigate complex queries and anomalies when required</p> <p>Ability to take accurate notes and minutes of meetings</p> <p>Ability to take a proactive approach to tracking action points from meetings and</p>	

	<p>correspondence, in liaison with the managers concerned</p> <p>Ability to monitor and process accurate financial records</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p> <p>Able to deal confidently with people at all levels.</p> <p>Works well under pressure</p> <p>Confidential, ability to work as part of a team</p>	
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## Mission Statement

Student's views and rights are central to the ethos of Valence School.

Its mission is to provide a learning community where there is quality education, care, access and therapy in order to promote each student's intellectual, physical, social, emotional and spiritual wellbeing.

Our work is about enabling children and young people who have special physical, medical and sensory needs to develop the knowledge, skills and understanding together with the confidence, self-esteem and self-dependence necessary for them to participate in and contribute to society in the way each chooses.

The School's aims are to:

1. Meet the individual needs of each student as documented in their individual Statements of Special Educational Needs.
2. Maintain and develop in students lively enquiring minds; to promote the ability to question and argue rationally; to encourage students to apply themselves to a range of tasks and skills.
3. Provide a multidisciplinary approach to a broad, balanced and relevant curriculum that meets individual needs with full access and accreditation.
4. Raise students' self-esteem and self-confidence and create in them a sense of personal excellence enabling them to acquire knowledge and skills relevant to life in a fast-changing world.
5. Help students to develop self-knowledge, spiritual and moral awareness and understanding and respect for other people's feelings, values and beliefs.
6. Help students to understand the multicultural world in which they live as citizens and the inter-dependence of individuals, groups and nations and the rights and responsibilities of living in today's Britain.

**Our Child Protection Policy can be found on our [website](#)**