**TRELOAR TRUST**

**JOB DESCRIPTION**

**POST**: Student Pricing, Contracts and Funding Coordinator

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**ACCOUNTABLE TO: Head of Admissions, Funding and Contracts**

**LOCATION:** Holybourne

**Main purpose of job:**

Working closely with the Head of Admissions, Funding and Contracts and the Financial Controller you will provide the pricing for all aspects of student funding for Treloar School and College.

Promote, develop and nurture internal and external stakeholder relationships. High quality professional relationship management with all external stakeholders, including SEN Commissioners and Social Care Commissioners will be of high priority.

Oversee and coordinate ‘externally ready’ funding and assessment documents for external stakeholders. To coordinate responses and funding breakdowns to LA commissioners as and when required.

**KEY RESPONSIBILITIES:**

* To support senior managers with the dissemination of funding information for new and existing students
* To coordinate all funding requests from annual reviews in conjunction with the School and College Reviews Coordinator and Transition Manager
* Support the Head of Admissions, Funding and Contracts and Financial Controller with centrally controlling all funding requests for all students; prepare and manage a ‘central funding control sheet’
* To arrange student funding reviews with MDTs as and when required
* Manage student funded equipment control with support from the Admissions and Funding Coordinator
* Support the Head of Admissions, Funding and Contracts, Transition Manager and Financial Controller with preparing evidence and fees for ‘Additional Year Students’; including breaking fees down as per LA request
* Support the Head of Admissions, Funding and Contracts in conjunction with the Review Coordinator to ensure that any funding or EHCP amendments are logged and actioned accordingly
* Additional Year student – prepare their fees, including analysing change in funding and any breakdowns
* Accurately maintain and update data management systems including Databridge and Caresys with relevant student information
* Develop a system for updating and notifying staff when funding has been agreed for a student; either new admission or continuing student
* Liaising with Financial Controller regarding LA debtors
* To support the Head of Admissions, Funding and Contracts with DPS enquiries, referrals and administration of systems
* To ensure all funding is agreed in writing by external stakeholders and as soon as provision changes throughout students time at Treloar
* Analysis of and preparation of funding information for Tribunal including analysing costs on a ‘like for like’ basis
* Contract Management; to support the Head of Admissions, Funding and Contracts with all student contracts with external stakeholders; ensuring that when a change in status and/or fee a new contract is issued. Developing a process and procedure to trigger this internally; liaising finance team
* Centrally manage the Respite for students across the School and College with support from the Admissions and Funding Coordinator
* Liaise with Financial Controller in Head of Admissions, Funding and Contracts’ absence to inform and update the Live Funding Spreadsheet (LFS)
* Maintain the LFS for the Head of Admissions, Funding and Contracts and Financial Controller for changes, as required, ensuring all data entry is accurate

Other duties

1. To support the Trust in safeguarding and protecting the welfare of all students.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To maintain and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
6. This job description will be reviewed and amended in the light of changing professional demands.

**Treloar Trust**

**HR Department**

**September 2019**

###### Person Specification – Student Pricing, Contracts and Funding Coordinator

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| **MINIMUM** | **DESIRABLE** |
| **Qualifications**   1. Good general education to GCSE level or equivalent | 1. Educated to degree level 2. Additional Business/Marketing qualification (or working towards) 3. Institute of Leadership and Management Award |
| **Knowledge and Skills**   1. Excellent IT literacy and database management skills 2. Excellent communication skills (written and verbal and interpersonal skills 3. Good understanding of Education, Health and Care Plans 4. Good understanding and experience of funding for SEN 5. Excellent IT skills including significant experience with MS Office and understanding of database and CRM principals 6. Experience of successfully working to deadlines 7. Understanding and commitment to Equal Opportunities and Safeguarding in an educational environment 8. Highly motivated with high standards for presentation, accuracy and reliability 9. Ability to work to strict deadlines and (tactfully) ensure that others understand and comply with such deadliness 10. Ability to act on own initiative 11. Ability to innovate and present a pro-active and adaptable approach 12. Demonstrable mathematical aptitude and ability to understand financial formulae or willing to learn. 13. Experience of leading meetings 14. Ability to positively influence and persuade people 15. Ability to compose professional letters and external correspondence to a high and appropriate standard |  |
| **Experience**   1. Proven administrative experience, preferably within an education environment or within a Local Authority funding environment 2. Experience of successfully working to strict deadlines 3. Experience of taking minutes 4. Experience in proof reading and report writing | 1. Previous experience within a marketing student recruitment or customer relations role |
| **Personal qualities**   1. Attention to detail 2. Able to work well under pressure 3. Able to work as part of a team and/or independently 4. Organised and able to respond well to varied and changing workload 5. Able to relate to others at all levels with excellent communication and customer service skills 6. A commitment to promoting and   safeguarding the welfare of students   1. Ability and willingness to work flexibly when required 2. Dependability 3. Proven tact and diplomacy skills 4. Able to deal with people with sensitivity and good humour, at all levels 5. Motivated and able to take the initiative 6. Able to remain calm under pressure 7. Total discretion/Confidentiality |  |
| **Physical Requirements**   1. Must be able to cope with physical demands of the job 2. Smart, professional appearance |  |
| **Personal Circumstances**   1. Willingness to work unsociable hours as the job demands 2. Willingness to travel as and when required 3. Willingness to undergo training in response to changing technology/routines |  |
| Treloar Trust is committed  to safeguarding children, young people and vulnerable adults  All successful candidates will be subject to a Disclosure and Barring ServiceCheck along with other relevant employment checks | |

**Hours:** 36.5 hours per week (full year)