

## Job Description

**Department:** Children's Services

**Division/Section:** Inclusion Services

**Job Title:** Statutory Assessment & Monitoring (SAM) Assistant

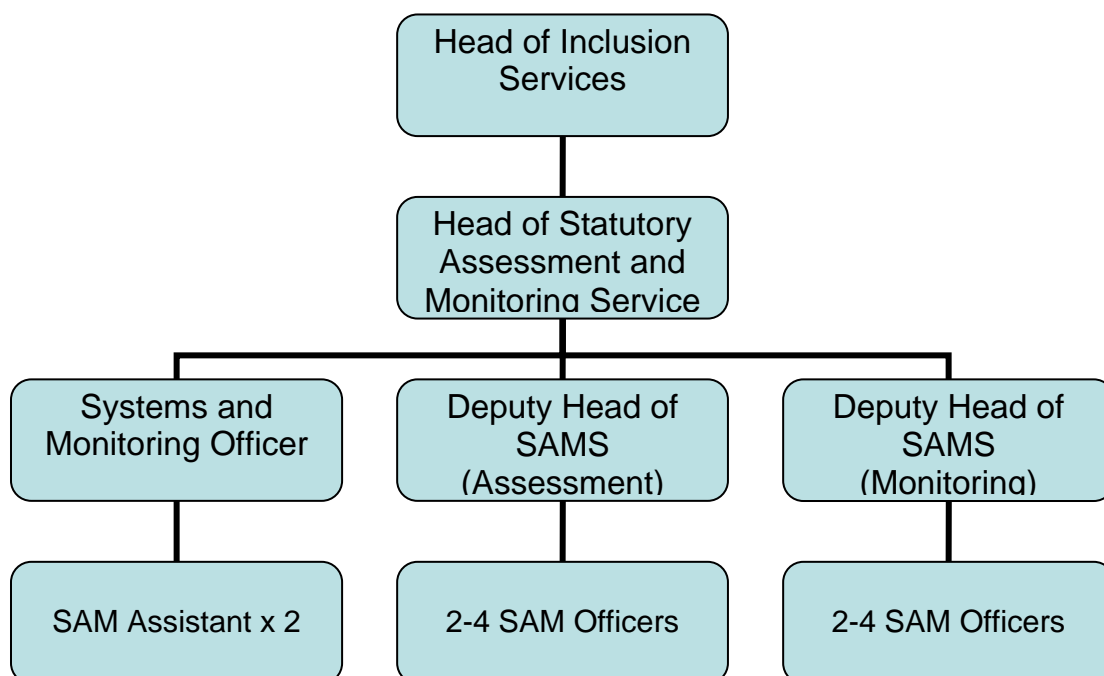
**Post No:**

**Grade:** 5

**Reports to:** Head of Statutory Assessment and Monitoring Service

**Organisation  
Chart:**

Show immediate  
manager and any  
jobs reporting to  
this post.



**DBS Check  
applicable?**

**Enhanced**

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

**No**

**Line Management  
responsibility for:**

**No. of direct reports:** 0

**No. of indirect reports:** 0

**Size of budget:**

No budget responsibility

**Job Purpose:**

- To ensure efficiency of the administrative areas of the EHCP so that statutory deadlines are met
- To contribute to the accuracy and clarity of information provided to service users concerning EHCP users statutory processes

**Main Duties and Responsibilities:**

- To ensure that all data inputted is accurate
- To provide, as required data and information to support members of the SAM service, ensure accurate information is agreed with clients
- To be the first port of call for telephone queries from service users
- To ensure the smooth running of the SAM service by providing supportive information to the service members when required, including occasions where timescales are short
- To ensure that all administrative duties connected with efficient daily service delivery are performed in a timely manner (e.g. post, answering telephones, updating customer facing information).
- To ensure that the administrative demands of the EHCP process are delivered within statutory timescales (e.g. final EHCPs issued with timescales)
- To provide information and administrative processes to SAM officers and SAM managers as required, including requests at short notice.
- To provide administrative information to other Inclusion Service professionals as required.
- To provide timely SAMs data on a regular and 'on demand' basis.
- To be proficient in the use and development of the management information system.

**Generic Responsibilities:**

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

**Variation Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

**DATE:** 19/12/216

**COMPLETED BY:** Katy Blessett