

SEN DATA OFFICER

Full time: up to 37 Hours per week - Permanent Contract (part-time options can be considered)

Salary: £36,594.25 per annum (pro-rata if part-time) – Band 2, SP 36 on Cognus Pay Scale

Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

We are recruiting for two roles up to 1.6 FTE to support our Special Educational Needs data to support our existing activity and new data collections and reporting around Experts at Hand, which are a critical element of proposed SEN reforms.

You will part of a wider data team and will have the opportunity to support and develop understanding in a range of education data services, supporting statutory Department for Education returns, Freedom of Information requests, pupil database administration and reporting.

You will give us great commitment and in return we offer an excellent package including:

- i) Salary of £36,594.25 per annum (Cognus Band 2)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working
- vi) Staff benefits package, currently including Employee Assistance Programme, life insurance, employee benefits platform and (upon completion of probation) health care *[Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs]*.
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to recruitment@cognus.org.uk with the completed [application form](#), which can be [downloaded from our website](#), outlining your suitability.

The deadline for receipt is **midnight 2nd August 2026**. Candidates are requested to be available for interview on **13th August 2026**.

For an informal conversation about the role, please contact **Lee Ducasse, SEN Finance & Database Manager** at lee.ducasse@cognus.org.uk

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the





commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.



JOB DESCRIPTION

POSITION:	Data Officer (SEN)
DIVISION:	Finance & Data Team
REPORTS TO:	SEN Finance & Database Manager
GRADE/PAY:	Band 2 - £36,594.25 per annum
LOCATION:	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

JOB SUMMARY

- The post-holder will form part of a busy and crucial team and will be responsible for collating, analysing, and interpreting key data to better understand business performance and quality of services.
- Working collaboratively with the SEND team as well as multiple teams and departments, the Data officer will gather information to help understand service need and impact, as well as inform and guide strategic decision making.
- The role will support the data collection and reporting of Experts at Hand activity and impact, under the SEND Reform proposals
- The post-holder will need to have good data analysis and interpretation skills, and will be required to provide clear, accurate and quality advice to the Head of Service.
- Contribute to departmental efficiency and effectiveness by continually reviewing processes, implementing changes where appropriate and updating procedure documentation as necessary, pro-actively supporting colleagues, enabling overall change so that best practice compliance, service level agreements and regulatory requirements are met.
- The post holder will be expected to work across the key functions and undertake tasks to support business continuity and encourage knowledge-sharing as required by the SEN Finance & Data Manager.
- The post holder is expected to a role model Cognus behaviours and values.

PRINCIPLE ACCOUNTABILITIES:

- The post-holder will be required to collect, analyse, interpret and report on key data to the SEND service identifying trends and themes.
- Key areas of reporting will be EHC Needs Assessments, SEN caseloads and Annual Reviews, Experts at Hand, Elective Home Education, Education Other Than at School, Non-Maintained and Independent school placements, Key Stage transfers
- Support to both teams in the SEND service on the reporting on monthly KPIs and the updating of the SEND area in the Cognus Dashboard
- Contribute to the development and refinement of SEND Case Management (CM) workflows, ensuring processes are correctly followed, updated, and supported by clear Standard Operating Procedures.
- Prepare and assist with any statutory data returns, including validation of data with the Assisted Travel, SEND, Finance and Data teams to ensure accuracy and compliance with statutory reporting requirements.



- Act as link between the SEND service and the SEND Finance and Data team, including triangulation of data with SEN Finance and Data team and statutory SEN2 reporting for the Department for Education.
- Liaise with Attendance team & settings to ensure attendance and educational duties are discharged for all CYP with an Education, Health and Care Plan.
- To help analyse, interpret, and make recommendations on statistical information, producing information briefings based on the findings, creating high impact visualisations and data stories, which translate complex data into valuable and actionable insight.
- To identify, investigate and correct missing or incorrect data, through system reports and errors identified by Cognus staff relating to the SEND service.
- Support the SEND service to improve and streamline accuracy and completeness in SEN/EHCP records, including identifying any training needs.
- To regularly compare data held by SEN Finance and Case Management and investigate/correct errors and discrepancies.
- To assist in supporting/training the SEND service through providing error reports and training sessions, including training on CM and Excel.
- To assist in the provision of education data for Freedom of Information (FOI) requests.
- To support data requirements for the Cognus Board, Council committees and Member briefings.
- To undertake any other comparable duties as may reasonably be required.
- To adhere to Cognus and Council-wide financial procedures in carrying out duties.
- To undertake such other duties of a similar nature from time to time as required by the SEN Finance & Data Manager or the Head of SEND.

GENERIC OBJECTIVES:

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

GENERAL:

SAFER RECRUITMENT:

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment).

These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

PROCESSING OF DATA:



- a) You (“the employee”) consent to the holding and processing of personal data provided by you to the Company (“the Company”) for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

CONFIDENTIALITY AGREEMENT:

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.
- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company’s legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company’s policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company’s disciplinary procedure and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.



PERSON SPECIFICATION

The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required as necessary.

No	Description	Criteria
a.	A strong understanding and experience in applying tools and techniques which can be used to analyse data, including large and complex data sets.	E, S, I
b.	Proficient in understanding and using software which enables the user to create, populate and manipulate data structures such as Case Management, Microsoft Excel (subject to Test), Power BI and SQL.	E, S, I, T
c.	A commitment to ongoing training and development to ensure knowledge and skills evolve and are maintained.	E
d.	Excellent data visualisation skills and a sound knowledge of data storytelling.	E, S, I
e.	Ability to work proactively and to organise a personal workload to meet competing demands and tight deadlines.	E, S
f.	Demonstrable understanding of education services, and particularly Special Educational Needs.	E, S, I
g.	Ability to develop effective relationships within an organisation and across its partners.	E, S
h.	Experience in providing advice to and influencing a senior audience.	D, S
i.	Experience of developing and implementing appropriate qualitative and quantitative indicators, and knowledge of how they can be used to improve performance.	E, S, I
j.	Prior history working with databases and associated data reporting and extraction tools.	D, S, I
k.	Ability to work as a member of a team and the ability to maintain confidentiality.	E, S
l.	Excellent numerical and analytical skills	E, S, I
m.	The ability to carry out data quality control and validation	E, S
r.	An understanding of the need for confidentiality including the UK GDPR and Data Protection Act 2018.	E
KEY:		D Desirable I Evaluated at interview
E	Essential	S Shortlisting criteria T Subject to test

