



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Home Finding and Quality Assurance Officer
Job Reference	<Insert post number>
Service	Children's Services: Strategy, Commissioning and Transformation
Team	Home Finding Team
Location	Hybrid - Shute End / Homeworking
Reports to	Home Finding Team Manager
Responsible for	Not applicable
Grade	Grade 7
Contract Type	Permanent
Hours	Full-Time

Main Accountabilities	
1.	<ul style="list-style-type: none">Source and match placements for children we care for and care leavers, including emergency, short-term, and long-term options.
2.	<ul style="list-style-type: none">Identify and commission independent and non-maintained special schools for children with SEND and alternative provision.
3.	<ul style="list-style-type: none">Develop good professional relationships with local and regional providers to maximise local placement options.
4.	<ul style="list-style-type: none">Utilise the quality assurance framework to monitor placement quality, outcomes, and compliance. This will also involve on site Quality Assurance visits with Providers
5.	<ul style="list-style-type: none">Maintenance of comprehensive contracts register for all placements and service contracts.
6.	<ul style="list-style-type: none">Carry out due diligence and quality assurance on all providers prior to placement decisions.





Person Specification	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Educated to GCSE level or equivalent. 	<ul style="list-style-type: none"> NVQ level 2/3 in children's social care or equivalent.
Experience	<ul style="list-style-type: none"> Experience of working in commissioning or delivery of support tasks (e/g/ monitoring quality, performance or evaluating costs). 	
Skills/Knowledge	<ul style="list-style-type: none"> Experience in commissioning, placement sourcing, or contract management within children's services. Good negotiation and relationship-building skills 	<ul style="list-style-type: none"> Knowledge of relevant legislation, procurement processes, and safeguarding requirements. Experience in SEND commissioning or education placements.
Behaviours/Attributes	<ul style="list-style-type: none"> Good communication skills with ability to negotiate. Good planning and organisational skills, and ability to manage own workloads to achieve desired outcomes. Good problem-solving skills. 	<ul style="list-style-type: none"> Experience of working with a range of colleagues across Children's Services in operational roles.

Purpose Details	
Service Purpose	The Home Finding Team sits within Strategy, Transformation and Commissioning service. The service works closely with a range of teams across the council, as well as external partners, in order to achieve sufficiency of placements for children we care for, care leavers and for those children and young people with SEND who require specialist education settings, including alternative provision.
Role Purpose	The Home Finding & Quality Assurance Officer will source and broker placements for children we care for, care leavers and children with SEND, ensuring high-quality, value-for-money provision that meets individual needs. This includes a range of placement types such as residential care, independent fostering agency (IFA) placements, parent and child placements, supported accommodation, and specialist education settings for children with SEND.

Supervision and Relationships	
Supervision Received	Regular supervision provided by Home Finding Team Manager
Supervision Given	None
Contacts	Internal: Children's Services, Legal, Finance, Procurement, Housing, Performance Team





- External: Providers across both Social Care and Education, Health, Schools, VCFS organisations, Regional Commissioning networks

Resources/Budget Management

N/A

Special Requirements

Ability to travel to a variety of locations in borough, attend occasional evening meetings.

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers

N

Working at Height

N

Exposure to Noise (>80-85dB)

N

Confined Spaces

N

Frequent Display Screen Equipment Use

Y

Driving for Work

N

Hand Arm Vibration

N

Lone Working

N

Healthcare/Social Contact with Patients

N

Blood Borne Viruses Exposure

N

Food Handling

N

Working with Animals

N

Specialised Medical Screening

N

Night Working

N

Safety Critical Work

N

Nature of the Role

Details





WOKINGHAM
BOROUGH COUNCIL

Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working - Office based & home based

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS required
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

Evaluation Declaration	
Date of Evaluation:	September 2025
Evaluated by:	HR Team

