

## Job Description and Person Specification

### Job details

**Job title:** School Admissions Officer

**Grade:** Band 3

**Hours:** Full Time 37 hours

**Location:** Hybrid

**Reports to:** Senior Admissions Officer

**Directorate and Service area:** Children's Services, Education (School Admissions Team)

### Principle Responsibilities

To support School Admissions Manager, Senior Admissions Officer and the School Admissions team in providing an effective and friendly service for parents/carers, schools and colleagues for when they are seeking school places or advice on school admissions issues.

To identify mainstream school placements for pupils who move into or around North Northamptonshire ensuring that mainstream pupils of statutory school age have access to education. Main duties are to ensure that the database is maintained accurately and that school places are allocated within given and agreed timescales.

The post holder will use administrative, clerical and computer-based systems to co-ordinate the admission and transfer of pupils into schools within a defined area of North Northamptonshire. An understanding both of school admissions legislation and of how specific admission criteria must be applied will be important in this role. The ability to work accurately, under pressure and to tight timescales will be required.

### General responsibilities

1. Under the guidance of Senior Officers and following the School Admissions Code, to process applications in the co-ordinated admissions rounds concerning the transfer of pupils to schools in a defined area of the county and to follow the procedures for allocating placements into schools for in-year admissions, ensuring that personal knowledge of admission legislation is kept up-to-date.
2. To maintain accurate, up-to-date data records on the Capita ONE system including: recording all interventions regarding pupils for the purpose of allocating school placements; liaising with other professionals in the interest of admitting pupils to school and, in conjunction with colleagues; supporting the development and evaluation of effective systems to enhance the delivery of a timely service.

3. In conjunction with colleagues, to support the transfer of data between schools, suppliers and internal customers to deliver the co-ordinated primary and secondary admissions agenda within set timeframes.
4. To be a key, effective point of contact for parents, schools and colleagues by dealing efficiently with queries and requests in relation to an admissions area and to advise interested parties on matters relating to the school admissions process. To be aware of any outstanding admissions issues with schools ensuring that Senior Admissions Officers are kept informed.
5. To work effectively with other service providers within the Council who have to ensure that there is a co-ordinated and cohesive approach to service delivery and also ensuring that the Local Safeguarding Children's Board safeguarding procedures are followed where a child may be at risk. For example, liaising with colleagues in the Education Inclusion and Partnership team to ensure that children are attending school.
6. To provide support to staff in schools in achieving the timely admissions of pupils into school who may present with challenging behaviour and to liaise with schools regarding numbers on roll to ensure effective fair placement of pupils. This may include supporting senior officers by preparing for in-year or Fair Access panel meetings.
7. To prepare accurate information, statistics, school statements of case and reports for Senior Admission Officers to present at admission appeal hearings.
8. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and others, complying with Council's policies and procedures relating to health and safety, demonstrating awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description including attending promotional events when required to promoting the admissions service.

### **Specific responsibilities**

1. To work under the direction of Senior Admissions Officers to ensure that all deadlines relating to both the co-ordinated scheme and the in-year process are met.
2. To ensure that parents and carers are given appropriate information allowing them to make their school preferences.
3. To facilitate the entry of new pupils to mainstream school settings in conjunction with school staff and colleagues in the Council and to ensure that information gathering and data sharing is effective.
4. To investigate and access the circumstances of children who have no educational provision and report findings to the Senior Admissions Officer/Line Manager.
5. To provide information to parents/carers about accessing support and advice from partner agencies for students who are out of education.

6. To understand the importance of making accurate records on the Capita ONE system ensuring that all data protection protocols are followed.
7. To contribute to the development of effective information systems in respect of Co-ordinated, In-year and Fair Access admissions.
8. To work collaboratively with school admissions colleagues ensuring that all in-year referrals are processed appropriately within given timeframes and are monitored weekly.
9. To respond efficiently to any queries relating to either the admissions process in general or to specific cases.
10. To undertake regular training as required by NNC.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing need and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.
5. Engage effectively with providers to secure high quality of provision.
6. Ensure effective record keeping and report writing.
7. Work flexibly according to the needs of the service.

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effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	GCSEs in English and Maths (or equivalent) to demonstrate good levels of literacy and numeracy	Previous experience of working with customers directly e.g., using telephone contact to identify customer needs
Ability and Skills	<p>Ability to work as an individual and also as part of a team</p> <p>Ability to use all aspects of MS Office, especially Word, Excel and Outlook</p> <p>Ability to establish good working relationships at all levels</p> <p>Ability to work under pressure to a high level of accuracy and to tight deadlines</p> <p>Ability to work and act on own initiative within established parameters</p> <p>Ability to demonstrate excellent communication skills both orally and written, with the confidence to challenge</p> <p>Ability to develop effective administrative and support systems</p>	<p>Experience of working with schools or in an education setting</p> <p>Knowledge of school admissions</p>

Attributes	Essential criteria	Desirable criteria
	<p>Ability to prioritise and manage own workload</p> <p>Ability to work co-operatively with colleagues and willingness to follow advice and guidance from senior officers and colleagues</p> <p>Ability and willingness to work flexibly</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Additional Factors		