

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Job description and person specification

School Admissions Officer

Children's & Young People's Service, People's Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The key purpose is to process applications for school places from parents and allocate school places to children who are out of education, seeking to change their education setting, or moving through to a new education phase.

To support School Admissions Managers and Team Leaders in providing an effective and friendly service for parents/carers, school, and colleagues for when they are seeking school places or advice on school admissions issues.

To identify school placements for all pupils who move into or around West Northamptonshire ensuring that all 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 West 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.

Accountable to:

This role is accountable to School Admissions Managers / Team Leaders. The role sits within School Admissions Services, part of the People Directorate in West Northamptonshire Council.

Responsibilities:

1. Under the guidance of Team Leaders / School Admissions Managers, the role is to process both coordinated scheme applications for the normal admissions round and in-year applications for school places, within the statutory timeframes, following the legislation in the School Admissions Code.
2. Due to the complex nature of the role, you will need to be able to understand and interpret detailed policies and procedures in relation to school admissions processes, in order to meet statutory deadlines and team targets.
3. To maintain accurate, up-to-date data records on the Capita ONE database of all student interventions for the purpose of allocating school places, always ensuring confidentiality and security of information.
4. Liaise with colleagues, schools, and other professionals to gather and share information to support the school application process for both coordinated scheme applications and in-year applications.

5. To provide excellent customer service by being a key and informed point of contact for parents, schools, and colleagues in dealing efficiently with queries, requests and providing up to date advice in relation to all admissions processes. You must also be able to provide advice and support to less experienced colleagues within the team.
6. To be able to use knowledge and initiative to recognise and provide solutions to any problems regarding school admissions processes. Acknowledging that challenging or unusual problems require escalation to Senior Admissions Officers / Team Leaders, for example: a shortage of school places, schools refusing admission etc.
7. To work effectively with other service providers within the Council to ensure that we have a co-ordinated and cohesive approach to service delivery and ensuring that safeguarding procedures are followed where a child may be at risk. For example, liaising with other departments to ensure that children are attending school.
8. To provide support to the Senior Admissions Officer, Team Leader, and the In-Year Admissions Manager to identify children who fall under the Fair Access Protocol, which includes gathering information from schools, colleagues, and other professionals to prepare for Fair Access Panel meetings.
9. To be able to understand, interpret and analyse large amounts of data in order prepare accurate information, statistics, and reports for Team Leaders / School Admissions Managers on request.
10. 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.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a 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 needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to work as an individual and as part of a team	Essential	A, I, D
Ability to establish good working relationships at all levels	Essential	A, I, D
Ability to work under pressure to a high level of accuracy and to tight deadlines	Essential	A, T, I, D
Ability to work and act on own initiative within established parameters	Essential	A, I, D
Ability to demonstrate excellent communication skills both orally and written, with the confidence to challenge	Essential	A, T, I, D
Ability to develop effective administrative and support systems	Essential	A, I, D
Ability to interpret data efficiently in data systems including obtaining reports from the system	Essential	A, T, I, D
Ability to prioritise and manage own workload	Essential	A, I, D
Co-operative working with colleagues and willingness to follow advice and guidance from senior officers and colleagues	Essential	A, I, D
Willingness to work flexibly	Essential	A, I, D

Knowledge:	Essential / Desirable	Measured by
Knowledge of school admissions and the services provided	Desirable	A, I, D
Some knowledge of the Admissions Code to be aware of the legislation in which we work within	Desirable	A, I, D

Relevant experience:	Essential / Desirable	Measured by
Experience of working with schools or in an education setting	Desirable	A, I, D
Previous experience of working with customers directly e.g. using telephone contact to identify customer needs	Desirable	A, I, D
Ability to use all aspects of MS Office, especially Word, Excel and Outlook	Essential	A, T, I, D

Education, training and work qualifications:	Essential / Desirable	Measured by
Good level of literacy and numeracy	Essential	A, T, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Additional pre-employment checks specific to this role include

Enhanced Disclosure and Barring Service check

Day-to-day in the role:

Hours:	37 hours per week	Primary work base:	One Angel Square
Job family band:	WNC Band 4	Worker type:	Part-flexible
Salary range:	£26,516 - £28,013	Budget responsibility:	N/A
People management responsibility:	No		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

