

CAMBRIDGESHIRE COUNTY COUNCIL

PEOPLE AND COMMUNITIES SERVICES

JOB DESCRIPTION

Job Title: Assistant Admissions Officer

Service: Admissions Service

Directorate: Education

Reports to: Admissions Officer

Grade: Grade 4

Location: New Shire Hall, Alconbury Weald

Hours: Part time

Job Purpose:

To provide an efficient and effective admission service to the Admission officers within the 0-19 Place Planning & Organisation Service in respect of the allocation of school places in accordance with government guidelines and legislation.

To ensure all applications received are recorded accurately using the Capita ONE Admissions and Transfer module.

	Principal Accountabilities	% Relative Importance
1.	<p>To undertake tasks required in the processing of applications for admission to Cambridgeshire's maintained primary and secondary schools in accordance with the School Admissions Code and legislation including:</p> <ul style="list-style-type: none">• Assisting in the maintenance of databases and spreadsheets required by the Team for analysis and reporting purposes.• Inputting to, and extracting information from, the Capita ONE Admissions and Transfer Module used by the Admissions Team to determine the allocation of school places;• Checking and verification of accuracy of data in accordance with the admissions policy and legislation provided on completed application forms prior to being input to ensure fair allocation, including the verification of school catchment areas;• Correspondence in respect of confirmation of allocation of a school place.• Responding to customer enquiries both verbally and in writing.	40%

	<ul style="list-style-type: none"> • Using the mapping system, GIS, to check and verify distances used when applying oversubscription criteria in the allocation of a place. 	
2.	<p>To provide timely and effective support to the Admissions Team. This will include:</p> <ul style="list-style-type: none"> • Acting as the first point of contact for all enquiries received by the Team • Responding in a clear and concise manner, tailored to the needs of the audience, ensuring that information is accurate and up-to-date; • Providing guidance and information to maintained schools, academies and parents, where appropriate, regarding school admissions processes; • Communication with schools regarding the admission of children seeking a school place including making offers at the request of schools, where legislation permits. 	35%
3.	To contribute to the annual review of published information to ensure compliance with the School Admissions Code and internal policies and procedures.	10%
4.	To contribute to the continuous development of the services through identification of improvements to administrative processes and the ways in which the Team communicates with maintained schools, academies, parents and the wider public.	10%
5.	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 including deputising in the absence of an Admission Officer, either as a result of leave, or longer term absence.	5%

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

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PERSON SPECIFICATION

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Directorate: Education
Reports to: Admissions Officer
Grade: 4
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Hours: Part time

Job Knowledge, Skills and Experience

Qualifications Required	Subject	Essential/Desirable
5 GCSEs at Grade C or above;	English at Grade C or above	Essential
Relevant professional qualification or relevant experience	NVQ in Business Administration	Desirable
	ECDL/CLAIT	Desirable

Knowledge and Experience (Essential)

Legislation and policy

- The ability to apply the acquired knowledge of the School Admissions Code and each Council's Home to School Transport Policy when processing admission applications.
- Knowledge, understanding and ability to input and access information from the Admissions and Transfers Module (a unique module used by the Admissions Team)

ICT

- Proven experience of and confidence using Microsoft Word and Excel to ensure accurate data input.
- Knowledge and experience of using Email as a communication tool
- Knowledge and experience of using Internet as a research tool

Customer Service

- Knowledge and understanding of what constitutes good customer service and how to respond to complaints. A demonstrable commitment to continuous service, role development and ongoing personal development

<p>Skills (Essential)</p> <p>Communication</p> <ul style="list-style-type: none"> • A good standard of written and spoken English and the ability to communicate effectively with a wide ranging audience. <p>Customer Service</p> <ul style="list-style-type: none"> • The ability to remain calm and professional at all times. • The ability to use tact and diplomacy when dealing with both external and internal customers <p>Planning & Organisation</p> <p>A methodical and planned approach to work. The postholder must clearly demonstrate the ability to:</p> <ul style="list-style-type: none"> • plan and organise own workload • undertake tasks where attention to detail is vital. <p>Team Working</p> <ul style="list-style-type: none"> • The ability to work effectively as part of a team, and flexibly to respond to the changing needs of the service. <p>Equal opportunities</p> <ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs <p>Safeguarding <i>(include for roles working with children/vulnerable adults)</i></p> <ul style="list-style-type: none"> • Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults
<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge, understanding and the ability to apply the statutory requirements imposed by the School Admissions Code • Use of digital mapping software to identify and measure distance accurately • Knowledge and understanding of Equal Opportunities legislation, statutory requirements and County Council policy and procedures • Knowledge, understanding and ability to input and access information from the Admissions and Transfers Module (ONE) • Demonstrable experience of use of Microsoft Access and/or alternative database systems <p>Skills & Attributes</p> <ul style="list-style-type: none"> • Excellent communication skills and the ability to ensure the provision of relevant information to all interested parties. • The ability to remain calm and professional at all times. • The ability to use tact and diplomacy when dealing with both external and internal customers • The ability to work well under pressure, as part of a team and using own initiative

