

**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:** Full-time

**Job Purpose:**

To support the timely admission of children to school and ensure they are all offered a school place within reasonable travelling distance of the family home.

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

	Principal Accountabilities	% Relative Importance
1.	<p>To be responsible for tasks required in the processing of applications for admission to Cambridgeshire's and Peterborough's maintained schools and Academies in accordance with determined co-ordinated admissions schemes and arrangements, working in partnership with all relevant services to ensure the Councils meet their statutory duties in relation to the admission of children to school and provision of sufficient school places including:</p> <ul style="list-style-type: none"> <li>The maintenance of the Capita ONE Admissions and Transfer database and school organisation charts required by the Team for analysis and reporting purposes through the accurate and efficient input of data.</li> <li>Checking and verification of accuracy of application information in accordance with the admissions policy and legislation and identification of potentially fraudulent applications.</li> </ul>	40%

	<b>Principal Accountabilities</b>	
2.	<p>To provide timely and effective support to the Admissions Team. This will include:</p> <ul style="list-style-type: none"> <li>• Acting as the first point of contact for all enquiries received by the Team</li> <li>• Responding in a clear and concise manner, tailored to the needs of the audience, ensuring that information is accurate and up-to-date;</li> <li>• Providing guidance and information to maintained schools, academies and parents, where appropriate, regarding school admissions processes;</li> <li>• Communication with schools regarding the admission of children seeking a school place including making offers at the request of schools, where legislation permits.</li> </ul>	40%
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.	

**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.



**CAMBRIDGESHIRE COUNTY COUNCIL**  
**PEOPLE AND COMMUNITIES SERVICES**

**PERSON SPECIFICATION**

**Job Title:** Assistant Admission Officer  
**Section:** Admissions Service  
**Directorate:** Education  
**Reports to:** Admissions Officer  
**Grade:** 4  
**Location:** New Shire Hall, Alconbury Weald  
**Hours:** Full time

Job Knowledge, Skills and Experience

<b>Qualifications Required</b>	<b>Subject</b>	<b>Essential/Desirable</b>
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 (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

<b>Skills (Essential)</b>
<b>Communication</b> <ul style="list-style-type: none"> <li>• A good standard of written and spoken English and the ability to communicate effectively with a wide ranging audience.</li> </ul>
<b>Customer Service</b> <ul style="list-style-type: none"> <li>• The ability to remain calm and professional at all times.</li> <li>• The ability to use tact and diplomacy when dealing with both external and internal customers</li> </ul>
<b>Planning &amp; Organisation</b> A methodical and planned approach to work. The postholder must clearly demonstrate the ability to: <ul style="list-style-type: none"> <li>• plan and organise own workload</li> <li>• undertake tasks where attention to detail is vital.</li> </ul>
<b>Team Working</b> <ul style="list-style-type: none"> <li>• The ability to work effectively as part of a team, and flexibly to respond to the changing needs of the service.</li> </ul>
<b>Equal opportunities</b> <ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</li> </ul>
<b>Safeguarding</b> <i>(include for roles working with children/vulnerable adults)</i> <ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.</li> </ul>