worcestershire county council

# JOB DESCRIPTION

**Job Title:** Admissions Senior Officer
**Directorate & Section/Unit:** Education, Early Years, Inclusion and Place Planning, School Admissions Team
**Reporting to:** School Admissions Manager
**Supervisory responsibility for:** 3 Placement Officers
**Salary Grade:** SO1
**DMA Management Level:** L1 Supervisor
**DMA Span of Control (Direct Reports):** 3

**Our People Values:**
Our Vision, Mission, and Values define our reason for being. They are indicators of our direction of travel, to guide services and colleagues. This is particularly important for Worcestershire Children First as our Company represents positive change and new opportunities for colleagues and children, young people and families:

- ***Children at our Heart -*** We will keep children and young people at the heart of everything we do
- ***Value Family Life -*** We will support and empower parents to care for their own children well
- ***Good Education for All -*** We will value education as the best start in life for all children and young people
- ***Protection from Harm -*** We will act in a professional and timely way to protect children from harm
- ***Embrace Diversity*** – A progressive culture of championing equality, diversity, and inclusion

## Purpose of job:

- Lead on the annual review of the admissions policy and individual school admission limits for Community and VC schools in the County.

- Lead on the preparation and presentation of admissions and transfers information including information on appeals, for parents in particular the publishing of this on the internet.

- Lead on the review of school catchment areas if required including arranging and attending public meetings.

- Lead on the collation of operational data and the preparation of Management Information related to Pupil Admissions and Transfers.

- Supervising and directing the work of the placement officers and placing pupils in schools in the county.

## Main Activities & Responsibilities:

- Advise parents and others wishing to access publically funded education provision in the County, of the admissions and transfers processes and to supply other relevant information required by statute and the County Council.

- Initiate the annual review of the Community and Voluntary Controlled schools Admissions Policy. Draft the appropriate letters and Cabinet reports for consideration and approval by the School Admissions Manager and Service Manager.

- Be responsible for maintaining accurate records of the correspondence and draft papers relevant to the review of the admissions policy and school PAN changes for Community and VC schools.

- Ensure the draft policy is published for consultation in line with the legal requirements and be the point of contact for responses to the consultation. Collate comments and provide a draft report on the responses to the consultation.

- Ensure the final approved policy for Community and VC schools is published in line with the legal requirements and ensure all team members are informed of changes and staff are appropriately trained.

- Liaise and advise Diocesan Boards, VA, Foundation schools and Academies on the review of their admissions policy. Offer advice on the Admissions Code of Practice to ensure compliance. Collate the final approved policies for publication.

- Prepare the draft of the Admissions and Transfers book for Parents liaising with other services to ensure the information is accurate and up to date. Liaise with the Design and Print Team to ensure the booklet is available for print and also published on the County Council web site and the Children's Services Edu-Link in the right timescales.

- Liaise and co-ordinate with various departments on the marketing of school admission and transfer information/materials.

- Where a catchment area change is identified, prepare as a draft, for approval, the necessary information and consultation documentation. Arrange and attend the meetings to ensure the comments are accurately recorded. Prepare the draft final report for approval.

- Ensure data collection on the operation of admissions and transfers is undertaken and available for the regular reports to the Cabinet of the County Council, Senior Management of Children's Services and the DfE.

- Deputise for the School Admissions Manager as necessary and for all functions including Fair Access Process.

- Support the School Admissions Manager in reviewing standard letters and information sent out from the Admissions Team and the integration of these into the IT system to maximise efficiencies.

- Prepare and present information relating to admission appeals for Community and VC schools, including representing the Director of Children's Services at appropriate hearings.

- Be the first point of contact with the placement officers dealing with admissions and transfers in the County where there are questions, issues or concerns regarding the administration of the process at operational level. Refer any unresolved issues to the Team Manager or Service Manager as appropriate.

- Actively contribute to service developments including ensuring the most vulnerable children have a school place and admissions functions are developing in line with changing needs, opportunities and challenges.

## Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training

- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

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# PERSON SPECIFICATION

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**Salary Grade:** SO1

## EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience of effective and successful working in a School Admissions environment
- Significant experience of interpreting and implementing complex regulations
- Considerable experience of supervising staff.
- Significant experience of dealing with the public/parents and Headteachers on contentious issues
- Significant experience of drafting policy documents and reports
- Significant experience of data collection and analysis

## KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge and understanding of school related issues, statutory regulations and guidelines for admissions policies and appeals
- Specialist knowledge and understanding of key legislation, guidance and statutory requirements relating to exclusions, school admissions and appeals;
- Detailed knowledge and understanding of the issues in relation to presenting cases to the Admissions appeals panel on behalf of the Local Authority.
- Detailed knowledge and understanding of the catchment area search process
- Ability to draft, edit and prepare materials for publication
- Detailed knowledge and experience of preparing and delivering consultation exercises and documentation
- Detailed knowledge and understanding of the process of Admissions through an integrated IT system
- Commitment to the safeguarding of and promotion of welfare for children and young people

## QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Evidence of continuing professional development

It is **desirable** that the post holder has:

- A level 5 qualification or equivalent compensatory experience

- A level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office

## ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- Ability to work under pressure and to strict deadlines
- Ability to use IT systems
- Excellent interpersonal skills
- Good level of presentation skills
- Ability to proof read and scrutinise information to ensure high levels of accuracy.
- Ability to remain calm in conflict situations and to calm others in difficult situations
- Ability to train other members of the team in the IT systems and the delivery of core work

Author: Sarah Wilkins Date: June 8th 2023