

Directorate: Children Young People and Education
Unit/Section: Fair Access
Grade: KR10
Responsible to: County Access to Education Manager

Purpose of the Job:

Reporting to the **County Access to Education Manager** the post-holder will be the Lead Officer of the Access to Education administration team, to ensure the effective and efficient provision of customers, overseeing the In Year Admissions process and supervising the team of In Year Admissions and Children Missing Education administrators to enable the Local Authority (LA) to meet statutory responsibilities in regard to the identification, monitoring, recording of children and families, ensuring every child known to Fair Access is in receipt of a suitable education within the appropriate time scales.

The post-holder will be accountable for collecting and collating CME data for the purpose of reporting on past and current trends and identifying recurring patterns relating to children missing education.

The post-holder will work closely with the EHE Co-Ordinator in order to produce monthly data relating to the directorate's scorecard.

Main duties and responsibilities:

- Plan and evaluate the work of the CME and In Year Admissions teams to ensure the most effective overall use of resources. Manage and provide day-to-day development of the team processes in order to ensure a fully motivated and professional workforce to meet Fair Access business objectives.
- Oversee arrangements for the placement of children and young people (CYP) into schools, including assessment procedures where necessary (negotiating placements with head teachers, where necessary) and ensuring that children without a school place secure the places they need. Working in collaboration with the appropriate Lead professional for further intervention when necessary; to assist children and young people (CYP) in accessing appropriate education provision without delay.
- Ensure the team deliver excellent levels of customer service at all times, instilling a customer focused ethos throughout the team. Ensure that policies, procedures and working practices are regularly reviewed and updated and the central knowledge base of the team is maintained in line with KCC policy and statutory guidance.
- Ensure business systems are kept up to date and that all key information about a child or young person is recorded at the time of notification. Update, modify and retrieve data on both manual and computerised systems, analysis and work collaboratively in preparing standard and non-standard reports. Cross-checking data held on different systems to ensure accuracy. Operate an efficient follow-up system, working with Managers and colleagues as a matter of urgency to seek solutions to best ways of working.
- Review and assess individual performance and behaviours through regular one to one meetings and appraisals, and professional development of the team. Align team and individual

performance, goals and targets with Vision and Priority targets and Fair Access business plan goals and objectives. Identify any gaps in knowledge or behaviours are addressed through training or mentoring. Keep up to date on processes and procedures in consultation with HR.

- Deputise for the County Access to Education Manager (in their absence) and in conjunction with the EHE Co-ordinator working with other colleagues as necessary, in order to retain continuity of service delivery especially at peak times of delivery.
- Ensure that children without a school place who are known to the authority and that information is shared with KCC colleagues, other professional agencies to ensure that CYP are tracked and monitored until a school place is confirmed or that they are in receipt of appropriate Education Provision.
- Be responsible for personal continued learning and development to maintain a commensurate level of understanding of KCC policies and maintaining the necessary skills to use new systems and software when introduced.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Access to Education Co-ordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to qualification level 5 or equivalent professional experience• Kent Manager
EXPERIENCE	<ul style="list-style-type: none">• Relevant experience in team working and developing partnerships in a multi-agency or multi-disciplinary environment.• Experience of managing a team.• IT literate with experience of Microsoft Office packages, analysing data and budget monitoring.• Proven skills in dealing with difficult customers and an ability to manage challenging and complex situations.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent interpersonal and organisational skills with the ability to meet fixed deadlines whilst maintaining quality standards.• Ability to establish effective working relationships with service managers and other key stakeholders• The ability to collect, analyse and draw conclusions from data, identify patterns and trends and incorporate findings into effective action plans.• Self motivated, able to manage conflicting demands and cope with time pressures and deadlines. Provide a flexible, prioritising, disciplined approach and have the ability to respond and change direction quickly, supported by good problem solving skills.• Ability to communicate effectively in writing and verbally
KNOWLEDGE	<ul style="list-style-type: none">• Sound knowledge of relevant Statutory guidance relating to School Admissions and Appeals, Elective Home Education & Children Missing Education.• Sound knowledge of data collection and reporting• Sound knowledge of Safeguarding, Data protection, Equal Opportunities and Diversity legislation as relates to children and young people
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and

	<p>offer challenge</p> <ul style="list-style-type: none">• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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