

Kent County Council

Job Description: *Access to Education Administration Assistant*

Directorate:	Children, Young People and Education
Unit/Section:	Fair Access
Grade:	KSC
Responsible to:	Access to Education Co-ordinator

Purpose of the Job:

Reporting to the Access to Education Team Leader the post holder will support the Local Authority (LA) to meet statutory responsibilities in regard to the identification, monitoring, recording and tracking of Children and Young People (CYP) who are looking for a school place through the In Year Casual Admissions process, Electively Home Educated, (EHE), to include those likely to become NEET, Children Missing from suitable Education (CME) and those accessing the Education Programme. Referring cases where appropriate to professional partners and Senior Officers for further intervention when necessary to assist children and young people (CYP) in accessing appropriate education provision without delay.

Main duties and responsibilities:

- First point of contact for schools, statutory and voluntary agencies/services, other local authorities and members of the public.
- Processing and distributing correspondence, dealing sensitively with telephone calls of a challenging nature, to ensure that all those contacting Fair Access are dealt with swiftly and effectively and in line with DfE and KCC guidance relating to School admissions, The Education Programme, EHE, CME and NEETS.
- Provide up to date information on relevant County procedures and selection procedures as appropriate to colleagues, parents, members and schools: to ensure the provision of a high quality, accurate and comprehensive service to all customers.
- Liaise between the Local Authority (LA) key partners, schools, parents/carers to ensure families without a school place who contact the LA are recorded, tracked and monitored and advised of available school places in line with KCC procedures and process and DfE Statutory guidance.
- Provide day to day clerical and administrative functions, using KCC office systems, maintain, monitor and ensure all CYP records are accurate and current.
- Collate and report referrals and statistics to senior officers, relating to Fair Access reporting requirements in accordance with KCC GDPR Privacy statements, data protection, freedom of information and Safeguarding protocols.
- Work collaboratively with internal and external teams and other professionals to identify CYP who are not in receipt of an education to which they are legally entitled. Highlighting to colleagues in the Skills and Employability team and Early Help, Year 11 CYP from this cohort who are identified as without a post 16 onward route at the earliest opportunity.
- Ensure that 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, assist in preparing standard and non-standard reports, cross-checking data held on different systems to ensure accuracy.

- Promote the safeguarding of children and young people and equality of opportunity in service delivery.
- 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.

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Person Specification: *Access to Education Administration Assistant*

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	GCSE level (Grades A-C including English) or equivalent NVQ 3
EXPERIENCE	- Proven IT skills including Excel, Word and PowerPoint - Evidence in use of databases, spreadsheets (i.e. Excel) and word processing (i.e. MS word) to support data analysis and reporting requirements within given timescales - Experience of working on own initiative and organising workload to achieve deadlines - Experience of partnership working and dealing with the general public
SKILLS AND ABILITIES	- Good communication and interpersonal skills - Ability to exercise tact and discretion, act calmly under pressure and respect confidentiality - Excellent IT skills and ability to provide reports and analyse accurate data - Ability to organise and prioritise workload to achieve deadlines
KNOWLEDGE	- Understanding of the education system and the Local Authority's statutory duties in relation to access to education - Understanding of Safeguarding, Equal Opportunities and Diversity legislation as relates to children and young people - Demonstrated understanding of Data Protection and confidentiality requirements - Knowledge of IT systems to support data collection, analysis and reporting - Knowledge of government guidance and legislation relating to services within Fair Access
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: - We are brave. We do the right thing, we accept and offer challenge - 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

	Our values enable us to build a culture that is: Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making
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