

Kent County Council

Job Description: *Senior Access to Education Officer*

Directorate:	Children, Young People and Education
Division / Unit:	Fair Access
Grade:	KSG
Responsible to:	County Access to Education Manager

Purpose of the Job:

To establish, maintain and improve effective communication between the LA services, schools and other agencies ensuring children without a school place are admitted to school as soon as possible. To provide a casework response to children who are without a school place and ensure schools meet their admissions responsibilities in accordance with statutory guidance as set out in the Schools Admissions Code and the Schools Admissions Appeals Code.

Main duties and responsibilities:

1. To undertake necessary casework associated with children and families requiring access to education.
2. In liaison with other colleagues and agencies, track and monitor children and Young People (CYP) who are without a school place to ensure that they are offered a school place within agreed timescales.
- 3 To work effectively in partnership with schools, parents and other LA officers and agencies to ensure all pupils out of school are offered a school place within agreed timescales
4. Respond directly to complaints made by parents/carers, schools, other agencies and L.A officers. To provide data, information and draft responses to other senior officers in respect of questions and/or complaints raised by County Council Members and MP's.
5. Take the lead role in cases of a particularly complex and difficult nature with KCC colleagues, service agencies, Headteachers, Governing Bodies and other interested parties.
6. Negotiate directly with Headteachers and Governing Bodies to ensure that all pupils are offered a school place and that they are provided with appropriate education, in accordance with the legislation.

7. Keep accurate progress records (tracking sheets) of individual cases, evidencing the actions taken and the time frame for securing a school place. To collate a detailed chronology of events in conjunction with the information required for a direction to be made by the Local Authority or the Education Funding Agency.
8. Take part in areas of Service development to include presentations and training to schools, agencies and members of the public.
9. Prepare and present admission appeals to independent appeal panels.

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: *Senior Access to Education Officer*

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	Degree Level or equivalent.
EXPERIENCE	<p>Relevant experience in education, team working and developing partnerships in a multi-agency or multi-disciplinary environment.</p> <p>IT literate with experience of using computers for data entry, in addition to usual Micro Soft Office packages</p> <p>Proven skills in dealing with difficult customers and an ability to manage challenging situations.</p>
SKILLS AND ABILITIES	<p>Excellent interpersonal skills will be essential along with strong negotiation skills, and the ability to communicate effectively in writing and verbally.</p> <p>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.</p> <p>The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job.</p>
KNOWLEDGE	<p>A sound understanding of education settings, school admissions and the education processes that help vulnerable children fulfil their educational potential.</p> <p>Good level of knowledge of all Key stages and of other agencies that offer support to Children, young people and families.</p> <p>Knowledge of Safeguarding, Data Protection, legislation around S.E.N.D and the Schools Admissions Code.</p>

**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