

Kent County Council

Job Description: *Admissions Officer – Fair Access*

Directorate:	Children, Young People and Education
Unit/Section:	Fair Access Coordinated Admissions Team
Location:	Sessions House
Grade:	KSE
Responsible to:	County Coordinated Admissions Manager

Purpose of the Job:

Responsible for a range of duties, including the assessment of admissions of pupils to school. The post holder will represent the LA at admissions appeals and use expert knowledge to support parents and schools.

Main duties and responsibilities:

- 1 Lead the activities in the admissions scheme to co-ordinate school applications for Kent residents and ensure that children are appropriately placed.
- 2 Prepare case papers and present admissions appeal cases to be heard by the Independent Appeals Panel; ensure that parents may exercise their right to challenge decisions made by the Fair Access Team, in the interest of their children.
- 3 Undertake duties relating to the publication of information about education provision in Kent; collecting and collating information, which will inform decisions made by parents, management and members.
- 4 Maintain accurate filing and recording systems to ensure that information is readily accessible; operating an efficient follow-up system, which ensures that all items of urgency are brought to the attention of the Fair Co-ordinated Admissions Manager.
- 5 Deputise for the Co-ordinated Admissions Manager in their absence and support other colleagues as necessary, in order to retain continuity of service delivery.
- 6 Undertake appraisal and professional development of staff in the Fair Access Team; ensuring that the quality of services is maintained by well-trained and well-motivated staff; who understand the service and the importance of the work of the unit.

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: *Admissions Officer – Fair Access*

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	NVQ level 3 or equivalent qualification or demonstrable equivalent knowledge and skills
Experience	<p>Ideally some experience of working in local government, preferably within education or similar setting.</p> <p>Experience of working in a team that handles a high volume of data and information.</p>
Skills and Abilities	<p>Good communication skills (verbal and written) and interpersonal skills are necessary to successfully perform the duties of this post.</p> <p>Project management skills</p> <p>Ability to understand complex tasks and learn quickly to adapt to new systems and ways of working</p> <p>Ability to understand and manage data and information and accurately input and extract information using data systems</p> <p>Ability to work with colleagues from different teams and across organisational boundaries</p> <p>The postholder must be able to prioritise and organise a heavy workload.</p>
Knowledge	<p>Good level of knowledge of computer systems and software required including supporting pupil management systems</p> <p>Knowledge of schools admissions code and Kent's admissions scheme including Kent Test</p>
Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> • 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 <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</p>

	<p>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> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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