

Kent County Council

Job Description: PESE Officer – Fair Access

Directorate:	Children, Young People and Education
Unit/Section:	Fair Access Coordinated Admissions Team
Grade:	KR7
Responsible to:	County Co-ordinated Admissions Manager

Purpose of the Job:

The post holder will support the delivery of Kent's 11+ assessment process, also known as Procedure for Entrance to Secondary Education (PESE), working directly with the PESE Manager to carry out a range of duties.

The PESE officer will also work closely with other members of the coordinated admissions team in the packing and distribution of test materials, computer marking and answering queries from parents and schools. The work requires a high level of discretion in handling confidential and sensitive material, a good level of skill in using technology to address administrative challenges, a calm head under pressure and tact and sensitivity dealing with complaints and enquiries.

Main duties and responsibilities:

- 1 To assist with the design and distribution of guidance and procedural documentation regarding the 11+ and the collection/management of data via forms and spreadsheets, enabling primary schools to engage with the process.
- 2 To help coordinate the operation of Special Arrangement Panels which meet throughout the Summer, including supporting panel members, processing decisions regarding exam concessions and despatching them to primary schools.
- 3 To act as an initial contact point within the Secondary Admissions team for queries/complaints relating to the 11+ process. (The postholder will have full support from the PESE Manager.)
- 4 To assist as necessary with the operation of the Head Teacher Assessment Panels, responding to requests for information from Panel Chairs and ensuring as far as possible that decisions made are recorded accurately and within the constraints of the timetable.

- 5 To maintain accurate filing and recording systems to ensure that information is readily accessible, and that data can be compiled to inform decisions made by managers and County Council Members.
- 6 To operate an efficient follow-up system, which ensures that all items of urgency are brought to the attention of the PESE Manager and/or the Coordinated Admissions Manager as appropriate and dealt with in a timely way.
- 7 Help parents who are unhappy with their school offer to understand the basis of the decision, their statutory right to appeal to an Independent Appeal Panel, and how to add their child's name to school waiting lists as appropriate. Assist in preparation of case papers and presenting school admission appeal cases for Independent Appeal Panel hearings as necessary.
- 8 To support colleagues across co-ordinated admissions as necessary in the delivery of 11+ selection and secondary admissions, in order to retain continuity of service delivery, with particular attention to the requirements of the PESE Manager.

This Job description is provided to define the postholder's principal duties. Where required it may from time to time be amended in consultation with you without changing the level of responsibility appropriate to the grading of the post.

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Person Specification: PESE 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	Good general level of education up to A Level standard
EXPERIENCE	The postholder will have experience of working in local government, in education and understand Kent's Grammar School system.
SKILLS AND ABILITIES	<p>Excellent communication skills (verbal and written) to enable them to deal effectively with the wide range of issues and types of people with whom this post interacts: officers, schools, parents, pupils, members.</p> <p>The postholder must be able to work with conflicting demands and cope with time pressures and deadlines.</p> <p>The postholder must be able to evidence excellent organisational skills.</p> <p>The postholder should be able to both lead a small team and act effectively as a team member.</p>
KNOWLEDGE	The postholder must have strong computer knowledge, including experience of a pupil record management system or equivalent.
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 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