

Kent County Council

Job Description: *Admissions Assistant*

Directorate:	Children, Young People and Education
Unit/Section:	Fair Access – Coordinated Admissions
Grade:	KSC
Responsible to:	County Coordinated Admissions Manager

Purpose of the Job:

Reporting to the **Admissions Officer** the post-holder will provide clerical and administrative support to the Co-ordinated Admissions Team in Fair Access. The postholder will assist Admissions Teams with their specialist work areas when necessary (especially during work peak times).

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.
- Provide up to date information and advice on admission processes for primary and secondary schools as appropriate to colleagues, parents, members and schools; to ensure the provision of a high quality, accurate and comprehensive service to all customers.
- 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 statistics relating to applications, to inform Fair Access reporting requirements, following KCC's Record Management Policy, data protection, freedom of information and Safeguarding protocols.
- Assist in the production of appeal case papers for primary and secondary admissions; collate information and prepare map measurement data, to ensure that comprehensive and accurate information is submitted.
- Support the Kent 11+ Grammar eligibility test, test, ensuring schools and parents are informed of the process.
- 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 computerized systems, assist in preparing standard and non-standard reports, cross-checking data held on different systems to ensure accuracy.

- Promote the safeguarding of children & 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: *Admissions 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	<ul style="list-style-type: none"> • Good general level of education up to GCSE/NVQ level 3 standard
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with databases.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good communication skills (verbal and written) and interpersonal skills are necessary to successfully perform the duties of this post • The postholder must be able to prioritise and organise a steady workload • The post requires a “team player” with the ability to communicate effectively at all levels
KNOWLEDGE	<ul style="list-style-type: none"> • Good level of experience and knowledge of computers required.
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 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>