

Kent County Council

Job Description: *Access to Education Officer – Fair Access*

Directorate: Children, Young People and Education

Unit/Section: Fair Access - Access to Education

Grade: KR7

Responsible to: Access to Education Coordinator

Purpose of the Job:

Reporting to the Access to Education Coordinator, the post holder will support the work of the Access to Education Teams to ensure that all children in Kent are in receipt of a suitable education. The post holder will support the Access to Education Administration Assistants.

Main duties and responsibilities:

- Lead the activities in relation to the day to day processes relating to the Local Authority's statutory duty to ensure that every young person is in receipt of a suitable education is carried out in an effective and timely manner. Identify issues which may need resolving via improved process or policy.
- Support Access to Education Administration Assistants with complex queries and cases. Absorb and react to information that requires urgent action.
- Update, modify and retrieve data, preparing standard and non-standard reports, cross checking data held on different systems to ensure accuracy and developing new systems to meet information needs in order to provide accurate and reliable information, on which management decisions can be made.
- 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 Access to Education Coordinator.
- Deputise for the Access to Education Coordinator in their absence and support other colleagues as necessary, in order to retain continuity of service delivery.
- Undertake 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: *Access to Education 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 |
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| QUALIFICATIONS | <ul style="list-style-type: none"> • Educated to GCSE/Diploma level 3 or can demonstrate equivalent depth of knowledge and experience. • GCSE or equivalent IT qualification or can demonstrate equivalent level of skill. |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of collaborative working. • Experience of recording data and using data bases. • Experience of report writing and maintaining a file log. • Experience of making decisions based on effective interpretation of information. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Excellent IT and report writing skills • Ability to analyse data to inform best practice and service delivery • Be able to manage one's own time and work load effectively, work calmly under pressure, with the ability to adapt quickly and effectively to change and deal with difficult/sensitive situations • Ability to work either alone or as part of a team |
| KNOWLEDGE | <ul style="list-style-type: none"> • Knowledge and understanding of relevant government legislation related to children missing education and school attendance orders • Knowledge and understanding of safeguarding procedures • Knowledge of relevant codes of practice, (CME, SEN and SAC) and local policies • Knowledge of resources available to the role |
| 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</p> |

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| | <p>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> |
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