

**JOB DESCRIPTION**

**Post Title:**  Access to Education

**Grade and Salary Scale:** G SCP 22 - 24

**Department and Service:** Education - Children’s Services

**Responsible To:** Attendance/Admissions Manager

**Post Ref:** R0000170

**Purpose of the Post:**

* To co-ordinate in year school admissions to both primary and secondary schools.
* To co-ordinate school admissions for the transition to primary and secondary schools.
* To co-ordinate the LA statutory functions in relation to school attendance, exclusions and children missing from education.

**Duties and Responsibilities:**

1. Support the in year admissions process to schools in accordance with the requirements of the school admissions code.
2. Review the scheme annually to ensure it meets the needs of pupils, schools and the requirements of the school admissions code.
3. Co-ordinate the school transfer applications between schools and parents ensuring parents only receive one offer of a school place.
4. Administer the transition application process for children moving from primary to secondary school and also starting full time school in Reception.
5. Deal with enquiries from members of the public in respect of school admissions, and school attendance both in person and over the telephone.
6. Liaise with schools / head teachers regarding all areas of the admissions process and ensure that pupils moving into the area are out of school for as short a period of time as possible.
7. Liaise with other councils in respect of the admission of Middlesbrough children into other councils’ schools.
8. Work to the Council’s ‘Fair Access’ Scheme and where appropriate use it to admit pupils there by ensuring a fair distribution of pupils moving into the area.
9. Set up and manage a filing system for in year school transfers, legal cases & penalty notices.
10. Maintain computerised records relating to the admission of in year school transfers, penalty notices & legal cases.
11. Produce reports, as required for senior managers.
12. Attend meetings as necessary on behalf of the Access to Education team.
13. Carry out investigations and prepare witness statements to support prosecutions for non-school attendance.
14. Assist in the process for the issuing of Penalty Notices for unauthorised absences and unauthorised leave of absence in term time; assess the evidence provided and liaise with schools where necessary.
15. Collate referrals received from schools in relation to penalty notice warning letters, preparing and distributing letters where applicable.
16. Ensuring codes of conduct are updated annually and shared with relevant parties.
17. Work with schools, attendance staff and head teachers advising on attendance procedures.
18. Support the recording and monitoring of children missing from education, liaising with schools and other external agencies to identify their whereabouts and ensure they are safe. Produce reports for senior managers as required.
19. Support the recording and monitoring of children who are excluding from school, or who attend school for less than 25 hours per week. Produce reports for senior managers as required.
20. Help schools to comply with their statutory responsibilities regarding exclusions and removing children form the school roll.

**Corporate Responsibilities:**

* We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
* You will
	+ Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
	+ Respect all confidentialities and principles and practices of the Data Protection Act.
	+ Comply with Health and Safety policies and legislation.
	+ Be committed to continuous personal development, including Middlesbrough learns.
	+ Demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.

PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

**Our Values**

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

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| **PASSIONATE about Middlesbrough*** Believe in Middlesbrough
* Be proud to work for the Council
* Have a ‘can do’ attitude
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| **INTEGRITY at our heart*** To be open, honest and transparent
* Communicate well with others
* Treat others with respect
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| **CREATIVE in our thinking*** Always look to improve
* Find solutions to problems
* Positive to change
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| **COLLABORATIVE in our approach*** Engage and consult with others
* Seek feedback from others
* Understand the needs of others
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| **FOCUSSED on what matters*** Understand the Council’s and my own priorities
* Put the customer first
* Deliver against expectation
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|  | **Essential****X** | **Desirable****X** |
| **QUALIFICATIONS:**  |  |  |
| 1. Good standard of education including GCSE in Maths and English or evidence of equivalent level of academic attainment.
 | X |  |
| 1. A Level 3 qualification.
 | X |  |
| 1. A Level 4 qualification or higher.
 |  | X |
| **KNOWLEDGE & EXPERIENCE**  |  |  |
| 1. Minimum 3 years’ experience of working effectively in a similar role or environment.
 | X |  |
| 1. Experience of developing and managing systems and processes.
 | X |  |
| 1. High level of computer skills and proficient in Word and Excel (including formula, pivot tables, mail merge, etc.)
 | X |  |
| 1. Investigation and problem solving skills.
 | X |  |
| 1. Understanding of Gov’t legislation in related area.
 |  | X |
| 1. Experience of School Admissions.
 |  | X |
| 1. Experience of Capita One bespoke system.
 |  | X |
| 1. Experience of Crystal Reports and GIS mapping software.
 |  | X |
| **Personal Qualities** |  |  |
| 1. Skilled communicator with experience of handling difficult conversations and good persuasion skills.
 | X |  |
| 1. Ability to multitask.
 | X |  |
| 1. Able to work alone and as part of a team.
 | X |  |