

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Children's Services**

**Job Ref Number: 13278/2188**

**Service Area: Education Support**

**Grade: 5**

**Job Title: School Admissions Caseworker**

### **PURPOSE OF JOB:**

To provide, on a day to day basis, a high quality service in the management of all school admissions throughout the County.

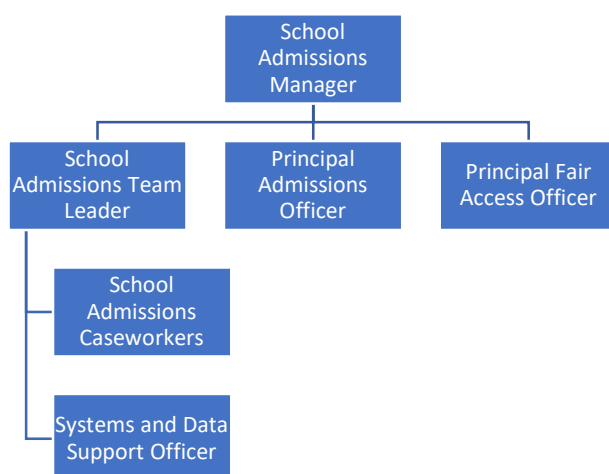
To provide a high quality independent school admission appeals service both where the Council is the admission authority for the school under appeal and where own admission authority schools commission this.

To contribute to the work needed for the Council to meet its statutory responsibilities as an admission authority, a coordinating Local Authority and with regard to the publication of the annual composite prospectus.

Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with:

- Providing an integrated approach to performance management, quality standards and service delivery
- Embedding new ways of thinking of working
- Developing and maintaining strong, positive working relationships with colleagues within and external to the Council
- Providing day to day advice and guidance within the team and to service users and colleagues in other teams.
- Continuously looking for synergies and efficiency savings across area of responsibility.

### **STRUCTURE CHART:**



### **MAIN DUTIES:**

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

1	To assist in the processing of all parental applications for school places
2	To liaise with other departments of the County Council, external agencies and other organisations
3	To maintain an up to date knowledge of national admissions legislation and local policies and procedures
4	To give appropriate guidance to other LA staff, schools and parents/carers
5	To provide relevant information to support the team's work on the Lincolnshire Fair Access Protocol and independent school admission appeals
6	To assist in the provision of appropriate statistical information
7	To advise parents/carers about the mid-year, secondary transfer and primary school admission processes and to do the necessary individual casework
8	To liaise with Headteachers and administrative staff on matters pertaining to admissions including explaining how the statutory Codes apply to individual cases
9	To liaise with the relevant team over transport queries
10	To contribute to the production of information and guidance for parents, including the 'Going to School in Lincolnshire' guide
11	To be competent with all the IT systems used in the school admission process
12	To liaise with other Local Authorities as part of the admissions process
13	To contribute to the annual process of consulting on, determining and publishing admission arrangements. Including advising schools on how to update their arrangements to comply with new legislation or take account of changes to working practices
14	To prepare all papers and information necessary for independent school admission appeals, where both the Council is the admission authority and where an own admission authority school under appeal has commissioned the service
15	To contribute towards planned and ad hoc training requirements for school admissions staff.
16	Providing day-to-day advice as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams
17	Coach/mentor colleagues as appropriate to embed new ways of thinking and working
18	Maximising the impact of resources and value for money to achieve improved outcomes for the Council
19	Contribute to effective performance management to deliver outcomes in line with service delivery contracts
20	Provide expert advice and guidance as appropriate for own area of expertise
21	Demonstrate the Council's Corporate Values
22	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers
23	Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting
24	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators
25	Contribute to the way in which resources within the area of responsibility are managed so as to reflect the agreed culture and style and standing orders of the County Council.
26	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements
27	Ensure Council resources are optimized and utilized effectively and efficiently
28	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing with allocated budgets

29	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations
30	As an employee, create a positive image of Lincolnshire County Council
31	Deliver excellent customer service and support the council to achieve best practice in all it delivers

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
An education to A Level or equivalent	A		✓
Preferably at least 2 years' experience of work within a Local Authority, School or equivalent setting	A		✓
A basic knowledge of education law and statutory codes of practice in relation to School Admissions	A/I		✓
Experience of MS Office 365: Teams, Outlook, Word, Excel, and Sharepoint/File Management	A	✓	
An understanding of how to provide excellent customer service	T/I	✓	
A good working knowledge of Local Government and political awareness	A/I		✓
Pays attention to detail and demonstrates problem solving capabilities	T/I	✓	
Post holders should be comfortable working with a degree of ambiguity and uncertainty within casework	A		✓
Self-motivated and is able to work using own initiative	A/I	✓	
Time management and workload prioritisation	A/I	✓	

\*A = Application form    T = Test/Assessment    I = Interview    P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.