

ADMISSIONS OFFICER



Role Profile

Title	Admissions Officer	
Grade	GRADE D	
Reference:	N995	
Reports to:	School Admissions Support Manager	
Work style Definition	Occasional home worker	
Job Type:	Semi Professional	
Primary purpose of role	Manage a caseload of school admissions work; collating and presenting statistics on this work as and when required. Issue work permits for school age children, and interview chaperones in relation to licensing requirements. Administer charitable funds in relation to school prizes. Issue child entertainment licenses in accordance with regulations.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Assessment of applications for school admissions to Plymouth schools (80%) ▪ Liaison with senior school staff including Head Teachers and networking with other LAs and agencies (5%) ▪ Provide advice, guidance and information to the public, parents and carers including attendance at Open Evenings (5%) ▪ Collate and present statistics to Senior Management as required and (5%) ▪ Delegate relevant work to the Admissions Assistants (5%) 	Role measures <ul style="list-style-type: none"> ▪ Ensure all applications are processed in accordance with statutory and local policies and within agreed timescales ▪ Schools are supported and admissions information is shared in a timely manner ▪ Attendance at Open Evenings ▪ Appropriate work is delegated to the Admissions Assistants ▪ Statistical reports are produced as necessary
Key activities	<ul style="list-style-type: none"> ▪ Manage a caseload of school admissions work including applicants seeking places in Plymouth schools, liaison with school staff and Head Teachers, and provide advice and information to schools, parents and partners (80%) 	

	<ul style="list-style-type: none"> Record information on computer; collate and present statistics to senior management as required. Produce on-line information booklets about Plymouth schools in conjunction with colleagues (5%) Network with other local authorities and agencies (5%) Provide advice, guidance and information to the public, parents and carers including attendance at open evenings (5%) Delegate relevant work to the Admissions Assistants (5%) Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> Knowledge of primary and secondary admissions arrangements in Plymouth or a similar local authority Two GCSEs (A-C) or equivalent in Mathematics and English Language Proficient level of knowledge and skills in a range of Microsoft Office software
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> Knowledge of legislation on school admission arrangements
Essential experience	<ul style="list-style-type: none"> Reasonable experience of providing administrative support in an office environment Reasonable experience of working directly with and serving the needs of the public
Desirable experience	<ul style="list-style-type: none"> Experience of using Capita ONE (or similar) databases Knowledge of child employment and child entertainment licence regulations
Essential skills	<ul style="list-style-type: none"> Interpersonal and communication skills required to liaise with other agencies such as schools, Councillors and Social Services, offering advice and guidance on school admission policies. Gives advice and guidance to parents and schools on the schools admission policy and procedure. Holds one-to-one interviews with parents who request case reviews or advice Analytical and judgmental skills where there is a need to interpret information and develop plans over the short term. Making recommendations on timetabling and allocation based on the previous year's information Analytical skills required for assessing information from primary and secondary admission data to assist the monitoring and improvement of working processes Keyboard skills are necessary for computer use and there is some demand for precision when inputting information and data from application forms into the computer data systems

Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.