

JOB DESCRIPTION

Director Area: Children's Services	Is this description a generic JD? Yes
Service Area: Education Support	
GRADE: G5	Job Reference No: 1463
	Enhanced DBS Required? No
JOB TITLE: School Admissions Caseworker	
REPORTS TO: School Admissions Team Leader	
1	<p>PURPOSE OF JOB:</p> <ul style="list-style-type: none"> . To provide, on a day to day basis, a high quality service in the management of all school admissions throughout the County, both for the normal year of entry and midyear. 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: <ul style="list-style-type: none"> • Providing an integrated approach to performance management, quality standards and service delivery • Embedding new ways of thinking and working • Developing and maintaining strong, positive working relationships with colleagues within and external to the Council To provide day to day advice and guidance within the team and to service users and colleagues in other teams. Continuously look for synergies and efficiency savings across area of responsibility.
2	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <ul style="list-style-type: none"> . 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:
	i. To assist in the processing of all parental preferences for school places
	ii. To liaise with other departments of the County Council, external agencies and other organisations to whom work is out-sourced
	iii. To maintain an up to date knowledge of national admissions legislation and local policies and procedures

iv.	To give appropriate guidance to other LA staff, schools and parents
v.	To provide relevant information to support the team's work on independent school admission appeals
vi.	To assist in the provision of appropriate statistical information
vii.	To advise parents about the midyear, secondary transfer and primary school admission processes and to do the necessary individual casework
viii.	To liaise with Headteachers and administrative staff in school on matters pertaining to admissions including explaining how the statutory Codes apply to individual cases
ix.	To liaise with the relevant team over transport issues;
x.	To contribute to the production of information and guidance for parents, including 'Going to School in Lincolnshire';
xi.	To be competent with all the IT systems used in the school admission process
xii.	To liaise with other Local Authorities as part of the admissions process
xiii.	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
xiv.	To prepare all papers and information as necessary for independent school admission appeals, both where the Council is the admission authority and where an own admission authority school under appeal has commissioned the service
xv.	To support the annual training events offered to school admissions staff
xvi.	<ul style="list-style-type: none"> • Providing day to day advice as appropriate to deliver the agreed priorities, working collaboratively with commissioning teams. • Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working • Maximising the impact of resources and value for money to achieve improved outcomes for the Council • Contribute to effective performance management to deliver outcomes in line with service delivery contracts • Provide expert advice and guidance as appropriate for own area of expertise. • Deliver a personal portfolio of projects and/or specific work • Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> ○ Personal Leadership ○ Being Future Focused ○ Political and Commercial Astuteness ○ Supporting a High Performing and Flexible Workforce ○ Drive for Results
xvii.	Understand and work with the market as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers.
xviii.	Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting
xix.	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators
xx.	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.

xxi.	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with commissioners, and monitor delivery against commissioned requirements
xxii.	Ensure Council resources are optimised and utilised effectively and efficiently.
xxiii.	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets.
xxiv.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
xxv.	Contribute to the development of individuals across the Council coaching, mentoring and motivating staff to achieve performance excellence.
xxvi.	As an employee, create a positive image of the County Council
xxvii	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers
xxvii	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice
xxix.	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.

3.

KNOWLEDGE AND SKILLS

Knowledge and skills acquired from;

- an education to A Level or the equivalent;
- preferably at least 3 years' experience of work in a local authority or school or equivalent setting.

Specifically, a basic knowledge of;

- education law and statutory codes of practice with respect to admissions and related issues, practices and procedures;
- relevant statutory and County Council Plans;

Basic skills in the assembling of data and the use of spreadsheets to display it. Proficiency in IT equivalent to the European Computer Driving Licence.

Post holders should be comfortable working with a degree of ambiguity and uncertainty within casework.

4. GENERAL

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the County Council

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time 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.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

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.

	Name:	Signature:	Date
Job Description written by: [School Admissions Manager]	Steve Gamble	S Gamble	August 2016

Note: Qualifications and Experience headings are included in the Person Specification; see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your HR Adviser. V12

Updated August 2016

Job Details:	
Job Title	School Admissions Caseworker
Identifier	1463
Director Area	Children's Services
Service Area	Education Support
Section	
Date	
Analyst Name	
Job Status	JD adopted
Score	350
Grade	Grade 5
Description	

Factor Levels:	
Supervision/Management Of People	2.1
Dispersal Awarded	No
Creativity & Innovation	3
Contacts & Relationships	3
Decisions - Discretion	2
Decisions - Consequences	1
Resources	1
Work Demands	2
Physical Demands	1
Working Conditions	1
Work Context	2
Knowledge & Skill	3