



Job Profile

JOB TITLE:	ADMISSIONS & ALLOCATIONS OFFICER
GRADE:	Scale 6
POST NO:	22246
JOB TIER:	5
DBS CHECK:	Required
GROUP:	Residents services
SERVICE:	Education

REPORTING STRUCTURE

Reports to:	School Placement and Admissions Team Manager
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

To be responsible for administering applications and offering school places to primary and secondary school age children in accordance with the Council's published admissions policy, School Admissions Code, and legislative requirements. Take a lead role for an area of the admissions teamwork, supporting colleagues where necessary to ensure a high-quality service is always offered. Engage with hard-to-place applications performing a key worker role where appropriate. Support admissions processes, which are carried out by central services colleagues providing advice and guidance where required.

A. Job Description

1. People Management

- No direct supervisory responsibility however may be requirement to assist in induction and training of peers and new employees and in supporting central services colleagues with aspects of the admissions processes that they are responsible for.
- Take a lead role for an area of the admissions teamwork, supporting and mentoring colleagues in relation to these aspects.

2. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met to deliver the Council vision of 'putting our residents first'.
- To assist parents (who telephone, call at reception, or visit a one stop) by answering any queries as accurately and efficiently as possible. In carrying out this duty the post holder must have regard to the Council's policies on equal opportunities and anti-poverty.
- To produce literature for parents who are applying for school places and have a full working knowledge of all aspects of the admissions procedures.
- To offer places to all Hillingdon applicants when advised by Academies, Foundation, Voluntary Aided Schools, and other authorities of a vacancy.
- To ensure that every child is offered an educational provision if out of school. Where applicable refer on to the appropriate agency of any child intentionally out of school.

3. Operational Service Delivery

- To administer schools' admissions in accordance with legislation.
- To take day to day responsibility for the allocation of primary or secondary school places in accordance with the Council's published admissions policy and the School Admissions Code.
- To ensure that timescales are met in offering places.
- To ensure that schools provide up to date information on places available.
- To be responsible for the maintenance of the waiting lists for LA Community Schools and to offer places as appropriate in accordance with the Council's published policy and procedure.
- To carry out address verification for each application.
- To be responsible for facilitating access to accurate pupil data and statistical information through ensuring that information on, the admissions database and the admissions files is kept up to date and is maintained in good order.
- To undertake the word processing of correspondence directly related to the duties specific to this post.
- Responsible for in Borough and Out Borough distance measurements
- To be responsible for opening and distributing the post, filing, and archiving.
- To assist in the preparation of the appeals paperwork in accordance with the School Appeals Code.
- To be responsibility for gaining further information on fair access applicants from previous education settings and distributing the information to the appropriate bodies.

- To be responsible for liaising and updating the Contact Centre on changes to Admissions arrangements.
- To provide advice and support to parents and schools as required in all aspect of Admissions.
- To support head teachers and administrative staff of Hillingdon schools to deliver admissions in accordance with legislation.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution to ensure delivery of this plan.
- Responsible for maintaining and to arrange the updating of the Council's web page for Admissions.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.
- To be responsible for and paying invoices,

6. Continuous Improvement

- To identify and suggest any improvements to current ways of working to deliver a more efficient and effective service for customers.

7. Contacts

- All members in the Planning, Environment, Education & Community Services.
- Members of the public, pupils and their parents, staff in schools, school governors and other departments of Hillingdon Council (including and the Contact Centre).
- To advise other LAs of any offers that can be made to their residents and transfer data to other authorities via the Pan London secure site or the Secure Data Transfer System.

8. Additional Responsibilities

- Complete other reasonable tasks to fulfil role purpose or as instructed by management.
- To work as part of the Admissions Team and support other members of staff at times of pressure.
- To carry out any duties as required which are commensurate with the level of the post as agreed by the Team Manager.

9. KEY PERFORMANCE INDICATORS

- Completion of applications and allocations to meet statutory guidance.
- Excellent customer care skills

B. Person Specification

This person specification will be used for recruitment to the Admissions & Allocation Officer vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE	TESTING METHOD
A* to C (or equivalent) GCE/GCSE level in English Language and Mathematics.			Pre-application
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING METHOD
Ability to work flexibly to meet the needs of the service			scored interview question
3. EXPERIENCE	ESSENTIAL	DESIRABLE	TESTING METHOD
Experience of school admissions			scored interview question
Experience of using information technology to support administrative processes.			scored interview question
Experience of using Microsoft Packages (e.g. Word, Excel, and Access).			scored interview question
4. KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE	TESTING METHOD
Typing speed of 50 wpm			Scored application question
Ability to prioritise work and meet deadlines.			Scored interview question
Ability to keep and maintain accurate records and compose memos and letters.			Scored interview question
Ability to demonstrate tact, confidentiality, and commitment			Scored interview question
Understanding of and demonstration of the ability to work with the council's commitment to equal opportunities and anti-poverty measures.			Scored interview question.
Knowledge of current legislation and initiatives in education			Scored interview question.
5. COMPETENCIES	ESSENTIAL	DESIRABLE	TESTING METHOD
"Can do" positive attitude. Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.			Scored application question/interview.

Takes responsibility and delivers results. Adapts to changing demands to ensure that objectives are met, overcoming problems, and making well considered decisions.			Scored application question/interview.
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.			Scored application question/interview.
Communication Demonstrates well developed written and verbal communication skills, and the confidence to present reports and verbal accounts credibly to a variety of different audiences.			Scored application question/interview.
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.			Scored application question/interview.
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.			Scored application question/interview.