

# Lancashire County Council

<b>Person specification</b>		
<b>Post title:</b> Admissions, Exclusions, Transport and Welfare Benefits Co-ordinator	<b>Grade:</b> Grade 6	
<b>Directorate:</b> CYP	<b>Post number:</b>	
<b>Establishment or team:</b> Pupil Access		
<b>Requirements (based on the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), test (T), or other (give details)</b>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>▪ 4 GCSE (A-C) or equivalent, including English &amp; Maths</li> </ul>	E	AF
<ul style="list-style-type: none"> <li>▪ B Tech NVQ Level 2</li> </ul>	D	AF
<b>Experience</b>		
<ul style="list-style-type: none"> <li>▪ Relevant clerical or administrative work</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Working effectively as part of a team</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Experience of working with a variety of IT packages</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Experience of working in a customer facing environment</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Effective record management</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Experience of managing applications for school admissions and/or home to school transport</li> </ul>	D	AF/I
<ul style="list-style-type: none"> <li>▪ Staff supervision or management, including the ability to delegate and track performance</li> </ul>	D	AF/I
<ul style="list-style-type: none"> <li>▪ Experience of analysing and extracting data</li> </ul>	D	AF/I
<b>Knowledge, skills and abilities</b>		
<ul style="list-style-type: none"> <li>▪ Knowledge of the authority's school admissions policies</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Knowledge of the authority's school transport policies</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Knowledge of government legislation relevant to the post</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Ability to work effectively as part of a team</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Ability to comprehend, communicate and work to detailed documents and procedures</li> </ul>	E	AF/I/T
<ul style="list-style-type: none"> <li>▪ Ability to maintain appropriate accurate records</li> </ul>	E	AF/I
<ul style="list-style-type: none"> <li>▪ Ability to respond directly to the public in front office locations communicating difficult messages on a frequent basis</li> </ul>	E	AF/I

▪ Effective interpersonal, negotiation, oral and written communication skills with relation to service users, colleagues, schools and other agencies	E	AF/I/T
▪ Ability to use and to contribute to the development of office systems, including IT.	E	AF/I
▪ Ability to deal with sensitive/confidential work issues	E	AF/I
▪ Ability to work independently to deadlines and to prioritise own workload and that of others	E	AF/I
▪ Ability to delegate and co-ordinate work appropriately	E	AF/I
▪ Attention to detail and quality management skills	E	AF/I
▪ Numeric skills	E	AF/I
▪ Presentation skills	D	AF/I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote in others.	E	I
4. Occasional attendance at meetings /sessions outside normal working hours	D	
5. Willingness to participate in training	E	AF/I
<b>Prepared by:</b>	<b>Date:</b>	
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

# Lancashire County Council

## Operational Context Form

<b>Post title:</b> Admissions, Exclusions, Transport & Welfare Benefits Co-ordinator					
<b>Directorate:</b> Children and Young People			<b>Location:</b>		
<b>Establishment or team:</b>		Pupil Access Team		<b>Post number:</b>	
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>	No	<b>Essential car user:</b>	No

### Scope of Work – appropriate to this post:

Working in accordance with Lancashire County Council's corporate objectives

To oversee the administration and co-ordination of admissions to secondary and primary schools.

To oversee the administration and assessment of entitlement to receive assistance with home to school transport, in line with Lancashire County Council's home to school transport policy.

To co-ordinate the workload of Business Support Officers with regard to admissions to schools, Home to School Transport, Welfare Benefits and Exclusions.

To interpret and work to detailed policy documents and procedures.

To offer advice and guidance to parents, schools and other agencies regarding policies and procedural guidance relating to specific functions of the Pupil Access Team.

Working in accordance with Pupil Access Team functions at a wide variety of locations, occasionally outside of normal office hours.

Ability to communicate complex information on a regular basis, verbally and in writing.

To contribute to appropriate statistics and future planning relating to school admissions, exclusions, home to school transport and welfare benefits.

### Accountabilities / Responsibilities – appropriate for this post:

Responsible for the organisation and co-ordination of the school admissions function, in accordance with legislation, the statutory Admissions Codes and determined County Council policies.

Responsible for the organisation of the Home to School transport function, in accordance with legislation, the DfE Code of Practice and determined County Council policies.

Preparation of Appeal cases and presentation to Independent Admission Appeals Panels in line with DfE Admission Appeal Code of Practice.

To prepare the Local Authority response to submitted school transport appeal cases in readiness for Student Support Appeal Committee hearings.

**Additional supporting information – specific to this post:**

Maintain an in-depth knowledge and understanding of various legislative guidance relevant to the role.

Knowledge and understanding of statutory guidance in relation to Admissions, Admission Appeals, Home to School Transport and Exclusions from school.

To work in accordance with relevant Lancashire County Council policies and procedures in relation to Human Resources, Health and Safety, Equal Opportunities, Data Protection, Confidentiality and Safeguarding.

Contribute positively to the continuous improvement, development and promotion of the Service.

Occasional working outside of normal office hours.

<b>Prepared by:</b>		<b>Date:</b>	
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**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and / or numeracy if they do not have one already.