School Admissions and Pupil Placements Advisor
Lancaster Circus
£19,430 - £24,964
Permanent

Working 36.5 hours a week, you will be part of a team assisting with the effective and efficient administration of school admissions, appeals and fair access to all primary & secondary maintained schools and academies in Birmingham, in accordance with the published admissions criteria, statutory Codes of Practice and Birmingham City Council policies and procedures.

You will need excellent communication skills in order to offer advice and guidance on complex and sensitive admission, appeal and fair access matters to members of the public, schools, academies and elected members.

You will be dealing with large volumes of work. You will be required to produce accurate and high quality work while working to strict statutory deadlines.

These are exciting and important times for the service and you will need to be fully committed to helping schools/academies and families in order to safeguard and to achieve the best possible future outcomes for children.

Ref: PE4852017

Closing Date: 29 December 2017

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
1. **Job Purpose**

1.1. To assist in the effective and efficient administration of school admissions, appeals and fair access for all primary & secondary maintained schools and academies in Birmingham in accordance with published admissions criteria, statutory Code of Practice and Birmingham City Council policies and practices.

2. **Duties and Responsibilities**

2.1. Assist with the administration of school admissions and fair access by:
   - Recording and maintaining accurate application data on a computerised database system;
   - Reconciling information provided by parents/carers against data provided by schools;
   - Identifying children without a school place and allocating placements appropriately;
   - Liaising with schools, parents and other services about appropriate placements via telephone and email;
   - Producing, distributing and monitoring fair access referrals for unplaced children;
   - Managing waiting lists and making offers as a result of waiting list movement;
   - Identifying schools with vacancies and ensuring that school place availability is recorded accurately on a computerised database system;
   - Building strong working relationships with schools, escalating non-compliance where necessary.

2.2. Assist with administration of school appeals by:
   - Recording and maintaining accurate appeals data on a computerised database system;
   - Reconciling formation provided by parents/carers against data provided by schools;
   - Liaising with schools, parents and legal services about the appeals process via telephone and email;
   - Producing and distributing appeal papers and maps for submission to independent appeals panels.

2.3. Collecting, compiling and analysing data in relation to school admissions and appeals, and referrals to sharing panels.
2.4. Liaise with schools, other BCC services and other local authorities to assist in obtaining places for those out of school with minimum delay.

2.5. Provide accurate and helpful advice to parents/carers about school admissions and appeals, both in person and via email, in accordance with published admission arrangements, statutory Codes of Practice and BCC policies and practices.

2.6. Any other duties that may be necessary to fulfil the role and are commensurate with the grade.

3. **Supervision Received**

3.1. **Supervising Officer Job Title:** School Admissions and Pupil Placement Officer

3.2. **Level of Supervision**

1. Regularly supervised with work checked by supervisor.
   or
2. Left to work within established guidelines subject to scrutiny by supervisor.
   or
3. Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

  Observance of the City Council's Equal Opportunities Policy will be required.
**Directorate for People**

**Person Specification**

**Post:** School Admissions and Pupil Placement Advisor  
**Grade:** 3

**Division:** Education & Commissioning  
**Section:** Schools Admissions

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| Education/Qualifications  
NB: Full regard must be paid to overseas qualifications. | Good standard of education, particularly in numeracy and literacy. | C |
| Experience  
(Relevant work and other experience) | | |
| 1. Administrative/clerical experience. | AF |
| 2. Experience of office procedures. | AF |
| 3. Experience of accurate data input. | AF, I, T |
| 4. Experience of relevant software, e.g. Word, Excel, etc. | AF, I, T |
| 5. Experience of dealing effectively with people at all levels. | AF, I |
| Skills & Ability  
e.g. written communication skills, dealing with the public etc. | | |
| 1. Ability to demonstrate effective oral and written communication skills with officers, professional contact and members of the public. | I, T |
| 2. Strong interpersonal skills | I |
| 3. Ability to work as a member of a team whilst taking responsibility for own actions and to organise own workload; effective organisational and diary management skills | I |
| 4. Ability to handle sensitive situations and conflicts effectively in person and by telephone with appropriate tact and diplomacy | I |
| 5. Must be able to demonstrate the ability to work to tight timescales with accuracy, neatness and methodically in a pressurised environment | AF, I |
| 6. Excellent IT skills, including the ability to use word processing, spreadsheets and databases | I, T |
| 7. Good telephone manner | I |
| 8. An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | I |

**Training**  
Willingness to undergo appropriate training  
AF, I

**Other**  
An understanding of a range of relevant policies, e.g. Health & Safety, Data Protection, Freedom of Information, Equal Opportunities, etc.  
AF, I

Willingness to be flexible and adaptable.  
AF, I

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.