

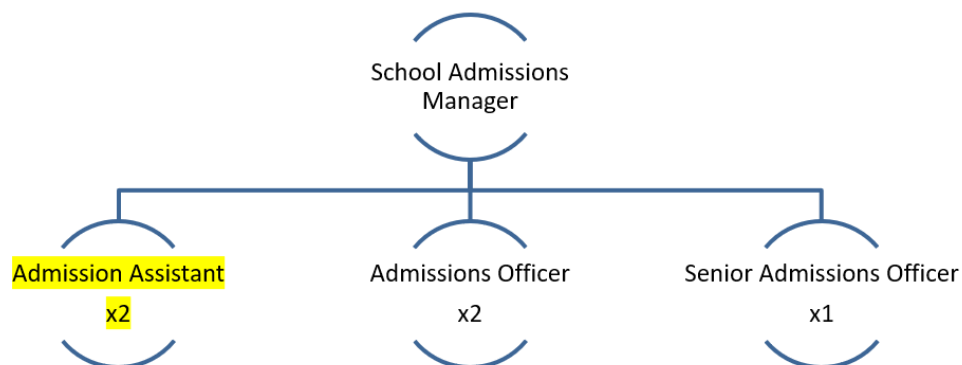
## JOB DESCRIPTION

<b>Job Title:</b>	School Admissions Assistant		
<b>Directorate:</b>	People	<b>Salary:</b>	£25,989 - £29,540 per Year plus £729 London Weighting
<b>Section:</b>	School Admissions	<b>Grade:</b>	BG-I SCP 6 - 14
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

### Key Objectives of the role

- To provide clerical and administrative support to the School Admissions Team
- Process and verify applications that are received both electronically and in paper form for school places
- Process free school meal applications

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

- Process applications for pupils' first entry to primary school
- Process applications for pupils' transferring from primary to secondary school
- Process in year admission applications
- Maintain the waiting lists and collect numbers on roll for maintained schools and for own admission authority schools where required.
- Process applications for Free School Meals via the Eligibility Checking Engine and update schools
- Undertake general clerical duties and supporting the team where required.
- Assist with the preparation of school admission appeals.
- Assist with processing social or medical applications.
- Assist with updating the website and social media for the team.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## Scope of the role

Commitment to the council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

---

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Good standard of general education and well-developed literacy and IT skills.</p> <p>Good keyboard skills</p>	<p>ICT qualifications and numeracy skills</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Ability to work as part of a team and assist other staff and management to meet their deadlines and targets.</p> <p>Good communication skills</p> <p>Experience of dealing with members of the public</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Organisational ability</p>	<p>Knowledge of the ONE system</p> <p>Knowledge of the local area</p> <p>Experience of working in an office environment.</p> <p>Knowledge of Microsoft office</p> <p>Experience of working within school admissions processes and procedures</p>
<b>Work-related Personal Requirements</b>	<p>Flexible, willing to assist and respond to requests.</p> <p>Confidence and enthusiasm</p> <p>Accuracy and attention to detail.</p>	
<b>Other Work Requirements</b>	<p>Commitment to working as part of a team</p> <p>Commitment to a high level of customer care</p> <p>Ability to adjust work pattern in line with the flow of work through the year.</p> <p>The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.</p>	
<b>Role models and demonstrates the council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we service our residents and engage with our communities.</p>	

---

We make our values real by demonstrating them in how we behave every day.

---

**All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

