Nottinghamshire County Council

| ***Job Description*** | | |
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| ***Title***<br>Senior Professional Practitioner Admissions and Free School Meals | ***Service Group***<br>Education Learning and Skills, Access and partnership | ***Post Ref***<br>**B** |

***Job purpose***

- To contribute to Nottinghamshire County Council's functions and processes connected with free school meals and admissions for school aged children and young people to ensure that the statutory responsibilities are met.
- To work closely with other key services including communications, elective home education, fair access, integrated children's disability service, place planning and children missing education officer to support admissions and place planning across Nottinghamshire, ensuring that Nottinghamshire County Council fulfils its statutory functions.
- To contribute to partnership working with schools, academies and other educational providers to ensure that Nottinghamshire County Council's statutory obligation in relation to school admissions and free school meals is fulfilled.
- To support the Team Manager and Senior Admissions and Free School Meals Officer to ensure that the County Council's statutory responsibilities are met and exposure to risk is mitigated by the discharge of its statutory duties.

***Key responsibilities***

1. To actively maintain an in-depth, up-to-date specialist knowledge of the statutory regulations in relation to admissions, children missing education, ehe, fair access and free school meals to ensure that team managers and group managers are appropriately informed and supported.
2. To be responsible for the day-to-day implementation of the County Council's coordinated admissions schemes to ensure that applications are processed in line with the School Admissions Code and relevant admissions legislation to support children and young people in securing appropriate full-time education.

***Key accountabilities***

1. To be accountable for ensuring that the processing of admissions applications are legally compliant with the relevant admission arrangements for the school. Raising any concerns around non-compliance with the relevant school or academy trust.
2. To ensure that applications for school places are processed correctly and in line with statutory timeframes and Nottinghamshire's coordinated schemes.
3. To be accountable for the content in Nottinghamshire County Council's admission and free school meals application portals.

3. To collate, analyse and prepare contextual pupil level data applying specialist knowledge to ensure that senior officers can make professional judgements in relation to school admissions and pupil place planning.
4. To maintain a detailed and comprehensive understanding of school admission issues for schools across the county so that information provided to Elected Members is detailed, accurate, and legally compliant so that they can fulfil their legal duty.
5. To provide analysis of complex admissions cases, prepare admissions chronologies, and prepare written reports and letters as requested. This will also include an ability to synthesise complex admissions information in response to FOIs, letters from MPs and elected members and providing advice where appropriate.
6. To contribute to statutory processes in relation to consultations carried out on behalf of the County Council as required, including admission arrangements, amalgamations and school holidays.
7. To be the responsible officer for preparing and presenting the County Council's case at admission appeals in accordance with the statutory requirements of the School Admissions Appeals Code to demonstrate that the Council's admission arrangements are legal and have been properly implemented.
8. To ensure that current demographic knowledge is applied to ensure that short and medium term strategic planning is robustly undertaken in relation to school admissions. This will include interpreting and analysing pupil projection data and maintaining a wider knowledge of the local context such as demographic changes, changes on school popularity, change of school status including academisation.

4. To be accountable for the configuration of the admission and free school meals modules, including GIS, to ensure that Nottinghamshire County Council's statutory functions are met.
5. To be accountable for ensuring that pupil level data is current, accurate and that any discrepancies identified are corrected or followed up promptly as appropriate with other relevant officers.
6. To be accountable for the accuracy of the analysis of complex pupil data to ensure that the County Council can fulfil its statutory responsibilities in relation to statutory returns.
7. To annually review admission arrangements for own admission authority schools to ensure compliance with the School Admissions Code. To ensure that the team manager is appropriate informed of any non-compliance and challenge and support with gathering information in the event of an objection to the Office of the Schools Adjudicator.
8. To be responsible for preparing and presenting appeals for community and voluntary controlled schools within the county on behalf of the County Council, as the admission authority.
9. To be responsible for synthesising complex admissions and place planning data to ensure that the County Council's response to FOIs, complaints and letters and enquiries from parents, Elected Members and MPs are accurate.

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| 9. To ensure that the County Council's 'Children Missing Education' strategy is effectively used as a tool to safeguard children through securing a school place or appropriate educational provision. This involves the monitoring of all admission allocations to ensure children are admitted promptly, liaising with key school based senior leaders to challenge any resistance to comply with the School Admissions Code.<br>10. Fulfil other duties relevant to the post. | 10. To provide accurate analysis, reports, chronologies in relation to free school meals, admissions and consultations as requested by the team manager and other senior officers. |

**The post holder will perform any duty or task that is appropriate for the role described**

***Person specification***

| ***Education and knowledge*** | ***Personal skills and general competencies*** |
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| 1. Education to degree level, or equivalent.<br>2. Knowledge of current educational issues in relation to school admissions and school organisation and the vulnerable children agenda.<br>3. Evidence of relevant continued professional development.<br>4. High level communication skills around negotiation, evaluation, analysis and an ability to make judgments in relation to risk within a dynamic and complex context.<br>5. Application of specialist knowledge and legislation to analyse data and prepare reports to a range of senior officers.<br>6. High level ICT. | 1. To have a high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.<br>2. To make decisions and act on their own initiative in the best interests of any child or young person and to be able to hold challenging conversations with other services, including senior school-based staff in the interests of children and young people.<br>3. To anticipate customer needs to provide excellent service continually striving to improve efficiency and effectiveness. This will involve a willingness to continually contribute to the team's reflection and review of processes and strategies to ensure that the available resources deliver the best possible service for children or young people. |

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| ***Experience***<br><br>1. Experience of managing conflicting demands on time and other resources.<br>2. Experience of working successfully within a regulatory environment to interpret and apply legislation to practical issues. Experience of being able to measure risk to vulnerable children and young people.<br>3. Experience of successfully collating and analysing complex numeric and narrative data and information to produce written composite reports.<br>4. Experience of responding to service need which is often of a challenging or difficult nature. | 4. To be able to process complex place planning data, apply knowledge of localities and local demographics to ensure that the County Council's strategy for school admissions and free school meals is robust.<br>5. To take an active role in managing risk, health and safety and safeguarding issues.<br>6. To ensure that NCC's policies for fairness and respect are delivered including setting high personal standards. |

***Role dimensions***

1. To matrix manage staff from other teams
2. To have an overview of the issues around place planning, free school meals and admissions across the county including an understanding of the relevant legislation and admissions codes.
3. Support the team manager and senior officers in managing systems in accordance with County Council policy and procedures.
4. Contribute to and support the team manager and senior officers in the development and implementation of team and service plans.
5. Contribute to and support the team manager and senior officers in the identification and development of service improvements.