

MEDWAY COUNCIL - JOB PROFILE

POST TITLE: School Admissions & Medway Test Assistant (PA017)
DIRECTORATE: Children and Adults
DEPARTMENT: Education & SEND (Planning and Access)
RESPONSIBLE TO: Medway Test Team Leader
RANGE: Range 2

1. MAIN PURPOSE OF JOB

- To assist in the administration of the processes for the Medway Test
- To undertake tasks as allocated by the senior members of the team.
- Liaise with schools and families as necessary and handling any service-related enquiries ensuring that they are answered effectively within agreed timescales.
- Process, maintain and monitor data and information records relating to the work of the department, identifying and investigating anomalies and referring to Medway Test Manager.
- Ensure data is accurate, up to date, useable and in accordance with departmental policies and procedures to assist in the effective management of the Department.
- Assist with the administration and delivery of other functions within the wider School Services Department, as and when required.
- Create admissions appeals paperwork for community and VC schools.
- Keep an accurate record of in-year appeals and outcomes for academies, free schools and VA schools.
- Work alongside Democratic Services to schedule appeal dates for the academic year
- Publish the appeal dates on Medway Council's website as required in the School Admissions Code
- Assist with Fair Access Panel paperwork where required.
- To undertake and oversee the social care Archiving processes

2. PERSON SPECIFICATION

Qualifications

Essential

- NVQ level 3 or equivalent in business administration/management
- Demonstrable ability to carry out a range of tasks and understand the procedures associated with them. Ability to use equipment provided and possess the written and numerical skills needed to compile straightforward

reports where required, data inputting, correspondence including processing applications and assessing eligibility.

Knowledge

Essential

- Computer Literate in Microsoft Office including Word, Excel and Outlook

Experience

Essential

- Previous demonstrable experience of providing an administrative support service.
- Awareness of and compliance with equality policy, procedures and legislation

Desirable

- Previous experience in using the Synergy, IDOX, Cadcorp, SDA OFSM systems
- Proven relevant experience of working within a related field e.g. education
- Knowledge and understanding of Special Educational Needs
- Experience of monitoring and evaluating project outputs and outcomes
- Experience of report writing

Skills (Mental skills/Communication skills/Physical skills)

Essential

- Demonstrable ability to use own judgement and creativity to assess situations, solve straightforward problems and adapts to new ways of working
- Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences including other staff and customers.
- Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for unusual or difficult problems

Desirable

- Demonstrable ability to explain straightforward tasks to others, where required
- Demonstrable ability to handle and process cash/documentation relating to considerable financial amounts accurately (i.e. up to £1000 per day) if required

Personal qualities (Mental demands)

Demonstrates the ability to deal with some work-related pressure, for example

from deadlines, interruptions or conflicting demands

- Can demonstrate dexterity, co-ordination or sensory skills where there is either some demand for precision and speed or considerable demand for precision in the use of these skills (e.g. data processing or similar).
- Demonstrable ability to be polite and courteous when dealing with members of the public

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will report directly to the Medway Test Team leader.

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

To work within defined procedures and to work independently, using initiative to independently deal with unexpected problems or situations within a busy team, referring to supervisor/line manager for unusual or difficult problems

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

Internal: School Services Department, other functions of the Education Division
External: Medway schools and academies, parents and carers, transport providers.

4. PHYSICAL DEMANDS

Generally, undertakes tasks in a sedentary position but is able to lift or carry items or bend or stretch when required, including packing and unpacking of boxes, lifting and moving boxes of papers around.

5. EMOTIONAL DEMANDS

Undertakes work which has from time-to-time contact with, or work for, other people (other than immediate work colleagues) which, through their personal circumstances or behaviour place emotional demands on the jobholder.

(Personal behaviour at this level may include a person who is upset because of their personal circumstances or unwell).

6. RESPONSIBILITY FOR PEOPLE (not staff supervision)

The post holder may have some direct impact on the well-being of individual, or

groups of, people, through undertaking tasks or duties which are to their direct benefit, or impact directly on their health and safety.

7. RESPONSIBILITY FOR FINANCIAL RESOURCES

None

8. RESPONSIBILITY FOR PHYSICAL RESOURCES

Takes direct responsibility for any of the following or equivalent:

(i) the handling and processing of manual or computerised information where care, accuracy, confidentiality and security are important.

9. WORKING CONDITIONS

The post holder will be based in one of Medway Council's establishments and will be expected to have a flexible approach as the demands of the role peak at varying times of the year, and at which times annual leave may be restricted.

Deals with occasional exposure to disagreeable, environmental working conditions or people related behaviour, if required.