

Job Title	Range ¹	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
School Services Assistant	Range 2	To assist in the administration of the processes for the Medway Test, 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. Please see Job Profile for full details	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> Minimum of level 2 qualification in Maths and English	<u>Qualifications</u>	<u>Qualifications</u>
			<u>Knowledge</u> - Basic knowledge in Microsoft Office including Word, Excel, Outlook, and PowerPoint - Awareness of and compliance with core principles of the Equality Act - A general awareness of GDPR, data security and safeguarding. - Awareness of the Medway Test	<u>Knowledge</u> - Awareness of safeguarding procedures and how to manage concerns - Good knowledge of GDPR processes and data security - Practical knowledge of the Medway Test processes. - Good knowledge of Synergy, IDOX and Mosaic	<u>Knowledge</u> - Advanced knowledge of Adobe PDF Editor - Detailed knowledge and application of national and local policy and legislation on School Admissions processes - Comprehensive knowledge of internal procedures to adhere to safeguarding. - Knowledge and understanding of Special Educational Needs
			<u>Experience</u> - Experience of providing an administrative support service. - Experience of providing customer service to external stakeholders. - Experience of working to individual targets and deadlines.	<u>Experience</u> - Experience of working as part of a team and contributing to service targets. - Experience of using Access Synergy - Experience of providing advice and guidance on School services to Medway schools and families.	<u>Experience</u> - Experience of providing sufficient paperwork for school admissions appeals panels. - Experience of administering large quantities of examinations 3 years' experience of working within a School Admissions, school office, events, or examinations administration role.
			<u>Skills</u> - Basic communication skills, with ability to converse on the telephone, via electronic methods and written word. - Able to assess situations, solve straightforward problems and adapt to new ways of working within the parameters of your role. - Able to adapt working style to suit different audiences. - Competent user of standard ICT packages, e.g. Word, Excel, Outlook, and PowerPoint. - Ability to accurately minute meetings. - Good attention to detail and able to input data accurately.	<u>Skills</u> - Good communication skills, with ability to offer support and advice on the telephone, via electronic methods and written word. - Developed administration skills applied to Medway Test and school admissions appeals processes using Microsoft and Adobe packages. - Able to provide information, advice and guidance on internal procedures relating to the Medway Test and school admissions appeals processes. - Able to work independently and manage difficult conversations,	<u>Skills</u> - Ability to carry out a range of tasks supporting internal and external staff with processes and procedures. - Developed data management skills. - Able to successfully complete archive management in line with departmental processes. - Ability to prepare and send communications on a moderate scale such as for special arrangements request outcomes, test invites and test outcomes.

			Full driving licence valid for use in the UK and access to own transport for work purposes.	referring to supervisor/line manager for unusual or difficult problems. Good data management skills.	
Medway Test Officer	Range 3	To administer the processes for the planning and operational delivery of the Medway Test (11+). To administer the processes for the coordination and preparation of casual and main round school admission appeal paperwork and to assist with the maintenance of and access to archives. Please see Job Profile for full details	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> 5 GCSE (or equivalent) including Maths and English, A-C/4-9	<u>Qualifications</u>	<u>Qualifications</u> NVQ level 3 in business administration or equivalent
			<u>Knowledge</u> - Good knowledge in Microsoft Office including Word, Excel, Outlook, and PowerPoint - Good knowledge of relational database principles and GDPR - Advanced knowledge of Adobe PDF Editor - Good knowledge and understanding of School Services policies, processes, and legislation. - Knowledge and understanding of special arrangements requirements for pupils with additional needs.	<u>Knowledge</u> - Advanced knowledge of Microsoft products such as Word, Excel and PowerPoint, SharePoint. - Detailed knowledge and application of national and local policy and legislation on School Admissions processes - Good knowledge of Access Synergy	<u>Knowledge</u> Practical knowledge and understanding of special arrangements requirements for pupils with additional needs.
			<u>Experience</u> - Demonstrable experience of providing a comprehensive administrative support service, across a range of teams and/or individuals. - Experience of mail merging large quantities using complex data - Experience of updating records accurately using systems and databases. - Experience of producing minutes of meetings and managing administration tasks.	<u>Experience</u> - Minimum 2 years' experience of working within a School Admissions, school office or examinations administration role. - Experience of administering large quantities of examinations - Experience of using Access Synergy - Experience of working independently to meet team delivery outcomes.	<u>Experience</u> - Experience of administering exams for entrance test/GCSE/A Level or equivalent - Experience of administering processes to support the needs of Special Educational Needs students. - Experience acting as a test lead for a Medway Test venue.
			<u>Skills</u> Ability to identify and solve a range of problems.	<u>Skills</u> - Advanced administration skills - Able to provide information, advice and guidance on internal procedures relating	<u>Skills</u> - Advanced data management skills - Ability to prepare and send communications on a large scale, such as emails to over 100 recipients.

			- Proficient in the use of Microsoft Word, Excel, Outlook, and PowerPoint - Good communication skills with the ability to use the most appropriate style and method of communication with people at different levels both internally and externally. - Good time management skills, planning own workload and working independently to meet deadlines. - Ability to accurately minute meetings - Full driving licence valid for use in the UK and access to own transport for work purposes	- to the Medway Test and school admissions appeals processes. - Ability to manage time effectively to meet local and statutory deadlines. - Good data management skills	- Problem solving skills with minimal need for additional support. - Able to take a proactive approach towards supporting other teams to achieve service outcomes. - Able to deal with considerable levels of work-related pressure. - Able to identify and act on own development needs
School Admissions Officer	Range 3	To administer the processes for admissions to mainstream schools (both main round and in-year). To assist in the process for the planning and delivery of the Medway Test, preparation of appeal paperwork and preparation of fair access panel paperwork, providing support to the Admissions Manager. Please see Job Profile for full details	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> 5 GCSE (or equivalent) including Maths and English, A-C/4-9	<u>Qualifications</u>	<u>Qualifications</u> NVQ level 3 in business administration or equivalent
			<u>Knowledge</u> - Basic knowledge of School Admissions processes - Good knowledge in Microsoft Office including Word, Excel, Outlook, and PowerPoint - Knowledge of GDPR and its importance when handling data and information sharing	<u>Knowledge</u> Good knowledge of national and local policy and legislation on School Admissions processes	<u>Knowledge</u> Developed knowledge of School Admissions and Medway Test Policies and Processes.
			<u>Experience</u> - Demonstrable experience of providing a comprehensive administrative support service, across a range of teams and/or individuals. - Experience of mail merging large quantities using complexed data - Experience of updating records accurately using systems and databases. - Experience of producing minutes of meetings and managing administration tasks.	<u>Experience</u> - Experience of working within a School Admissions, school office or examinations administration role - Experience of planning and delivering the Medway Test - Experience of using Access Synergy - Experience of working independently to meet team delivery outcomes.	<u>Experience</u> - Experience of implementing upgrades to Access Synergy and contributing to the improvement and development of Synergy - Experience of presenting school admissions appeals. - Experience of representing the local authority at Fair Access Panel
			<u>Skills</u> Ability to identify and solve a range of problems.	<u>Skills</u> Ability to solve problems and develop plans for the future.	<u>Skills</u> Extensive data management skills

			- Proficient in the use of Microsoft Word, Excel, Outlook, and PowerPoint - Good communication skills with the ability to use the most appropriate style and method of communication with people at different levels both internally and externally. - Good time management skills, planning own workload and working independently to meet deadlines. - Ability to accurately minute meetings - Full driving licence valid for use in the UK and access to own transport for work purposes	- Able to work flexibly adapting to new ways of working. - Able to deal with high levels of work-related pressure. - Ability to work remotely and independently, ensuring that time management and tasks are completed within agreed limits. - Excellent interpersonal and networking skills, with the ability to create and sustain partnerships. - Excellent customer care skills, with experience of adapting services. - Able to provide general information, advice and guidance on internal procedures relating to admissions. - Good data management skills	- Ability to prepare and send communications on a large scale, such as emails to over 100 recipients. - Problem solving skills with minimal need for additional support. - Able to take a proactive approach towards supporting other teams to achieve service outcomes. - Able to deal with considerable levels of work-related pressure. - Able to identify and act on own development needs.
Medway Test Team Leader	Range 4	To provide a high level of support to the Medway Test Manager and undertake project and operational responsibility of all processes in relation to the delivery of the Medway Test annually. Support the Medway Test Manager to oversee the admission appeals processes for Medway community and voluntary controlled schools. Please see Job Profile for full details	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> 5 GCSE (or equivalent) including Maths and English, A-C/4-9 - NVQ level 3 in business administration or equivalent	<u>Qualifications</u>	<u>Qualifications</u>
			<u>Knowledge</u> - Good knowledge of School Admissions processes and the Medway Test - Detailed knowledge of national and local policy and legislation on School Admissions processes - Good knowledge in Microsoft Office including Word, Excel, Outlook, and PowerPoint - Knowledge of GDPR and its importance when handling data and information sharing - Practical knowledge and understanding of special arrangements requirements for pupils with additional needs.	<u>Knowledge</u> - Developed knowledge of School Admissions (casual and main round) and Medway Test Policies and Processes and how to apply then. - Good knowledge of relational database principles and GDPR - Knowledge of how to use Access Synergy to keep entrance test and admissions records updated.	<u>Knowledge</u> Developed knowledge and understanding of special arrangements requirements for pupils with additional needs.
			<u>Experience</u> - Experience in the organisation of a major annual event, ideally education based. - Experience in working effectively with providers to develop and deliver services for users.	<u>Experience</u> - Experience of dealing with difficult issues with stakeholders. - Experience of assisting the Medway Test Manager and Finance Team to manage the team budget	<u>Experience</u> - Demonstrable experience in working effectively with schools to develop and deliver services. - Experience of planning, managing, and implementing an academic testing programme - Experience of large-scale project management

			- Experience of presenting school admissions appeals. - Experience of representing the local authority at Fair Access Panel	- Experience in the organisation of the Medway Test. - Experience of supporting the Medway Test Manager with the admissions appeals processes. - Experience of project management - Experience of using Access Synergy	- Experience of running exam centres/test venues or working with/in education examination/assessment boards in England/assessment providers - Experience of deputising for the Medway Test Manager
			Skills - Proficient in the use of Microsoft Word, Excel, and Outlook - Ability to manage a team of individuals with different skill levels and responsibilities. - Good communication skills, with the ability to use written and oral communication to build rapport and provide advice and guidance to a range of stakeholders. - Full driving licence valid for use in the UK and access to own transport for work purposes - Good problem-solving skills. - Time management skills, with the ability to plan own workload and working independently to meet deadlines.	Skills - Demonstrable extensive data management skills. - Ability to resolve complex issues and be pro-active in identifying solutions in a politically sensitive environment. - Able to coordinate the maintenance of and access to the archives at Gun Wharf - Excellent organisational and time management skills, with the ability to organise team workloads to meet deadlines and targets.	Skills - Able to chair meetings with stakeholders such as working groups. - Able to lead on the logistics of an independent test centre using project management, organisational problem solving, communication and time management skills. - Able to lead on the moderation programme for test days. - Able to Provide training to independent test leads. - Developed communication skills with the ability to confidently liaise with head teachers and test leads. - Able to use Medway HR policies and procedures to effectively support line management of staff.
Admissions Manager	Range 5	To manage and oversee all processes in relation to the admission of children to mainstream schools including point-of-entry admissions, in-year admissions and fair access processes. Undertake project and operational responsibility of all admissions processes annually. Please see Job Profile for full details	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications 5 GCSE (or equivalent) including Maths and English, A-C/4-9	Qualifications	Qualifications Level 3 management qualification or 5 years of management experience
			Knowledge - Basic knowledge of statutory reporting and requirements/timelines - Developed knowledge of School Admissions and Medway Test Policies and Processes. - Good knowledge in Microsoft Office including Word, Excel, Outlook, and PowerPoint - Developed knowledge of GDPR and its importance when handling data and information sharing. - Good knowledge of national and local policy and legislation on School Admissions processes (School Admissions Code,	Knowledge - Detailed knowledge and understanding of the relevant national admissions (casual and main round) policies and legislation and how to apply them. - Knowledge of Medway Council's core HR policies and how to apply them to direct reports	Knowledge - Detailed knowledge of local Fair Access Protocol and understanding of how the protocol is implemented in Medway. - Knowledge of Medway Council's policy on summer born, delayed and deferred admission to school.

			Admissions Appeals Code, Medway admissions schemes).		
			Experience - Experience of working within a school/school admissions environment - Experience of dealing with difficult issues that may arise from time to time with external contractors, staff, and/or service users in a calm and productive way. - Experience of using Access Synergy - Line management experience.	Experience - Experience of working in a solution focussed environment and implementing positive measures to improve services. - Experience of implementing upgrades to Access Synergy and contributing to the improvement and development of Synergy	Experience - Experience in quality assurance management - Experience of managing complex education related projects/programmes
			Skills - Proficient in the use of Microsoft Word, Excel, and Outlook - Ability to manage a team of individuals with different skill levels and responsibilities. - Good communication skills, with the ability to use written and oral communication to build rapport and provide advice and guidance to a range of stakeholders. - Full driving licence valid for use in the UK and access to own transport for work purposes - Good problem-solving skills. - Developed time management skills, with the ability to plan own workload and working independently to meet deadlines. - Demonstrable skill of chairing panel meetings such as Fair Access Panel - Attention to detail and accuracy.	Skills - Extensive data management skills - Able to use Medway HR policies and procedures to effectively support line management of staff. - Able to provide support to the Admissions and Medway Test Programme Lead - Conflict resolution and diplomacy - Data analysis and reporting	Skills - Ability to use analytical skills to interpret complex information and situations and develop solutions or plans. - Financial acumen - able to work with the Finance Team to monitor team finances. - Process improvement, innovation, project management and change management skills to make continuous and significant improvements to admissions processes in Medway. - Able to deputise for the Admissions and Medway Test Programme Lead where required.
Medway Test Manager	Range 6	To manage and lead, both strategically and operationally, the Medway Test Team. Have a key role in developing and delivering the Medway Test. Please see Job Profile for full details	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications 5 GCSE (or equivalent) including Maths and English, A-C/4-9	Qualifications	Qualifications Level 5 Management qualification or 5 years of management experience.
			Knowledge - Sound knowledge of relational database principles and GDPR. - Good knowledge of general financial systems and budget monitoring processes - Developed knowledge of IT systems including Excel, Word, PowerPoint etc.	Knowledge - Developed knowledge of relational database principles and GDPR. - Detailed knowledge and understanding of the relevant admissions (casual and main round) policies and how to apply them.	Knowledge - Understanding of the Year 5 national curriculum and awareness of STA guidance - Expert knowledge of Medway's secondary admissions scheme in relation to the Medway Test and how that links into the admissions process

			• Good knowledge of GDPR and data sharing principles • Developed knowledge and understanding of the relevant admissions (casual and main round) policies and how to apply them. • Knowledge of Medway Council's core HR policies and how to apply them to direct reports	• A developed knowledge of Medway's maintained and academised schools. • Developed knowledge of Medway's School services policies and procedures. • Developed knowledge of Medway's Special Arrangement Guidance and invigilation manual. • Good knowledge of how entrance test records are created and maintained in Access Synergy	• Developed knowledge of the entrance test requirements of the School Admissions Code
			Experience • Operational management experience in a customer facing team. • Excellent organisational and prioritisation skills with ability to balance several competing priorities including daily operational aspects of the role. • Experience of dealing with difficult issues that may arise from time to time with schools, headteachers, key stakeholders and staff in a calm and productive way. Ability to resolve complex issues and be pro-active in identifying solutions in a politically sensitive environment. • Experience of budget management • Experience of line management of staff including the provision of direction and guidance	Experience • Experience of working in educational services and with/in schools effectively to develop and deliver services. • Experience of planning, managing, and implementing an academic assessment programme • Experience of leading on the operational project management of the Medway Test • Oversee the admissions appeals processes for Medway community and voluntary controlled schools. • Experience of using HR policies and procedures to effectively support the management of staff. • Experience of contributing to work on developing strategic elements of the Medway Test	Experience • Experience of developing academic assessment programmes • Experience of working with or understanding children with special educational needs • Experience of working within the school admissions sector and/or with/in examination/assessment boards in England • Experience of leading on the strategic project management of the Medway Test
			Skills • Developed ICT skills including use of Microsoft Word, Excel, and Outlook • Ability to manage a team of individuals with different skill levels and responsibilities. • Full driving licence valid for use in the UK and access to own transport for work purposes • Ability to deal with high levels of work-related pressure, for example from deadlines, interruptions, or conflicting demands. • Able to work independently within clear guidelines and regularly uses initiative to make decisions with minimal input from line manager. • Good interpersonal skills	Skills • Extensive data management skills • Able to chair meetings with stakeholders. • Project management skills • Ability to deliver training to invigilators. • Able to effectively manage the operations of Test Days in line with the councils' policies and processes. • Developed interpersonal skills with a focus on management communication and development of staff.	Skills • Skilled in developing the Medway test and attached policies. • Skilled test day operational management to ensure a smooth testing experience for children and efficient management of test papers. • Able to deputise for the School Admissions & Medway Test Programme Lead

			- Excellent communication skills, both written and verbal, with the ability to adapt style where needed to meet the needs of the audience. - Able to use Medway HR policies and procedures to effectively support line management of staff.		
School Admissions & Medway Test Programme Lead	Range 7	To manage and lead, both strategically and operationally, the School Services Admissions and Medway Test Team and play a key role in developing and delivering services. To lead on all aspects of effective communication and website content regarding school admissions and the Medway Test. To ensure that all relevant legislation, statutory guidance, and council policy in respect of school admissions and Medway Test is strictly adhered to and that all processes are maintained against the most up to date versions. Please see Job Profile for full details	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> 5 GCSE (or equivalent) including Maths and English, A-C/4-9	<u>Qualifications</u>	<u>Qualifications</u> Level 6 Management Qualification or 6 years management experience
			<u>Knowledge</u> - Fully conversant knowledge of legislation and guidance, both national and local policy regarding school admissions. - Sound knowledge of Medway test contract, and related procurement processes. - Fully conversant knowledge of the statutory duty relating to school admissions from Council policy and DfE guidance. - Extensive knowledge of service quality assurance and monitoring performance and outcomes. - Developed knowledge of relational database principles and GDPR. - Developed knowledge of team management strategies. - Developed knowledge of statutory reporting duties. - Good knowledge of budget management processes, through planning, implementing, monitoring, and reporting on the resources. - Knowledge of Medway Council's core HR policies and how to apply them to direct reports	<u>Knowledge</u> - Excellent knowledge of budget management processes in areas of responsibility - Comprehensive knowledge of service quality assurance. - Expert knowledge of School Admissions and Medway Test policies, processes, and legislation. - Expert knowledge of admissions arrangements and ability to interpret compliance with legislation. - Knowledge of the One Medway Council Plan and how this service contributes to the achievement of that.	<u>Knowledge</u> - Knowledge of the divisions financial processes - Good Knowledge of council internal governance processes for contract and policy amendments - Good knowledge of the council procurement processes, and related governance pathway to ensure fairness and adherence to law.

			Experience • Practical experience of managing complex school admissions or Medway test related projects/programmes. • Demonstrable experience of line managing others, motivating staff to respond to the changing demands of the service, delivering outcomes, i.e., delivering the Medway test or a statutory duty such as the national offer day. • Demonstrable experience of stakeholder management, both internal and external, such as parent and carers, schools, elected members, education provisions and SEN colleagues. • Practical experience of working in a pressured environment to meet statutory and internal deadlines.	Experience • Demonstrable experience of managing, interpreting, and implementing internal policies and procedures and advising employees based on the needs of individual situations. • Experience of leading the review and development of council policy and service improvements in relation to school admissions and Medway test • Experience of overseeing the procurement of contracts for Medway Test. • Experience of independently responding to a range of complex information requests. • Experience of implementing robust and effective quality assurance mechanisms and processes, to ensure accuracy and delivery • Experience of collaborating with Head of Education Access and finance colleagues to develop plans for efficiencies and savings	Experience • Demonstrable experience of staff development and progression • Experience of management and oversight of School Admissions and Medway Test systems and data • Experience of Medway test budget management
			Skills • Ability to manage high levels of work-related pressure and time pressured tasks, such as complaints and appeals, budget monitoring and service delivery. • Ability to support staff development and encourage progression. • Ability to thoroughly analyse information and produce reports and presentations to illustrate the information to key stakeholders and senior officers. • Excellent time management, able to employ advanced techniques such as time blocking and techniques to maximise productivity. • Able to work independently within guidelines. • Able to problem solve and make decisions with limited supervision. • Excellent leadership and management skills • Excellent interpersonal skills with the ability to build and maintain partnerships with internal and external stakeholders.	Skills • Ability to work independently within Planning & Access guidelines and regularly use initiative to make decisions, occasionally referring to more senior officers for advice on policy/resource issues. • Excellent report writing skills. • Able to lead on all aspects of effective communication regarding school admissions and the Medway Test • Developed interpersonal skills as a key liaison between the service and external stakeholders. • Able to act as a lead presenting officer in admissions appeals.	Skills • Able to work independently within clear guidelines and regularly use initiative to make decisions, without referring to more senior officers for advice on policy/resource issues. • Able to use highly developed communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences and stakeholders. • Ability to carry out accounting for considerable financial amounts accurately and with due care and attention. • Able to support team members with a range of performance management skills, which support individual development in addition to service delivery.

			• Excellent ICT skills with the ability to navigate systems. • Able to analyse and interpret very varied and highly complex information and develop strategies and solutions for long term plans. • Able to use Medway HR policies and procedures to effectively support line management of staff.		
--	--	--	--	--	--