

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Administrative Officer	Grade: Scale 6
Section: Pupil Services	Directorate: Childrens Services
Responsible to: Principal Officer	Responsible for N/A
Post Number/s:	Last review date:

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

Member of a team providing a school admissions service to parents and schools in the Borough. The work also includes pupil exclusions and home to school travel assistance.

Specific Duties and Responsibilities

1. Responsible to the Head of Pupil Services, Deputy Head of Pupil Services and Principal Officers (Pupil Services).
2. Provide wide ranging, multi-faceted advice to parents and Headteachers on procedures and statutory requirements associated with admissions, exclusions, travel assistance, and other school-related matters.
3. Process applications for transfer from primary to secondary school, including the input and retrieval of information from the admissions IT system, liaison with parents

and schools, and the administration of the pupil testing process, the single offer process and maintenance of waiting lists.

4. Process applications for primary school reception places, , including the input and retrieval of information from the admissions IT system, liaison with parents and schools, and the administration of the single offer process and maintenance of waiting lists.
5. Process applications for in-year admission to primary and secondary schools, including the input and retrieval of information from the admissions IT system, obtain background information, making referrals to schools and offers of school places and liaison with parents, schools, and other services/agencies on complex casework.
6. Undertake measuring of home to school distances using a GIS system.
7. Interview parents who visit the department seeking admission to school and provides a wide range of advice.
8. Liaise with Education Welfare Officers, Headteachers and parents on children without a school place.
9. Access other Council databases to verify application details, respond to enquiries and provide management information for use within the section.
10. Process frequently changing information received from schools on availability of places and pupils admitted and maintain accurate and up to date records.
11. Monitor the exclusion reporting process using a bespoke database, ensuring that schools submit regular electronic returns and liaises with the Pupil Referral Unit to ensure that alternative education is provided.
12. Process applications for home to school travel passes, assessing eligibility under criteria, prepare written outcomes, and issues passes to schools. Prepare termly order of travel passes, and carries out reconciliation for accounting purposes.
13. Process applications for taxi transport, liaising with senior officers on decision and review and departmental contracts service on approved cases, and maintain an accurate record of costs.
14. Collate information for inclusion in LA case papers for admission appeal hearings.
15. Collate information for inclusion in admission booklets and distributes booklets after publication.
16. Use corporate databases to raise and pay invoices.

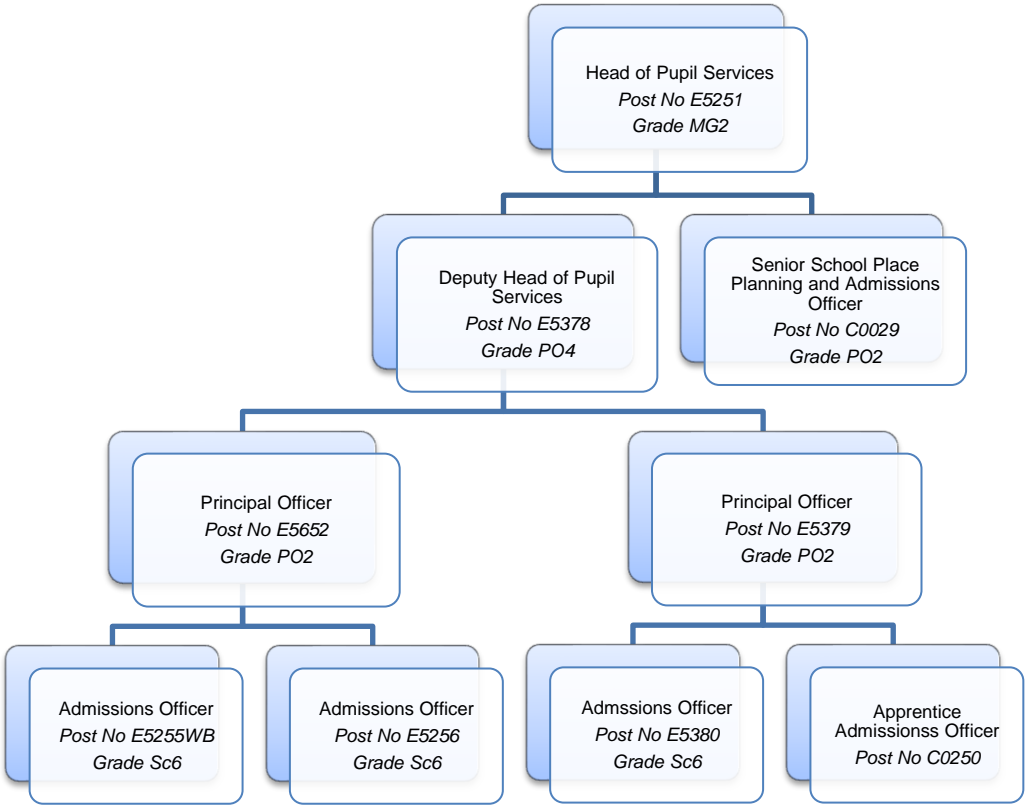
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

N/A

Current team structure



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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

	Person Specification Requirements	Assessment
	Knowledge	
1	An understanding and commitment to equal opportunities in the workplace and of its relevance to public service delivery.	A and I
	Experience	
2	Proven experience of dealing effectively, politely and sensitively with the public and of successfully communicating information which is difficult to understand or accept.	A and I
3	Proven experience of working closely and co-operatively with colleagues in a team environment, adapting quickly and efficiently to different priority tasks and assisting with other areas of work when required.	A and I
4	Proven experience in the use of Microsoft Outlook, Word, Excel and databases.	A and I
5	Experience of working for a local authority or school in an accountable and responsible administrative capacity.	A and I

	Skills	
6	Evidence of ability to write letters and e-mails which can be clearly understood by the reader. To be able to process and record information from various types of communication , clearly and accurately.	A, I and T
7	Evidence of numerical accuracy and use of spreadsheets e.g. to retrieve, sort, input and record data on spreadsheets and check the accuracy of data.	A and I
8	Evidence of ability to manage own work in a changing, pressurised environment, and to prioritise tasks to meet multiple deadlines.	A and I
9	Evidence of ability to demonstrate use of initiative and to contribute ideas to solve problems and improve the service.	A and I
10	Evidence of ability to accurately input large amounts of data into a database.	A and I

A – Application form / CV

I – Interview

T – Test

C - Certificate