

Job Description

Post Title: Admissions and Information Officer

Evaluation: AA4559

Grade: N5

Responsible to: Admissions and Information Team Leader

Responsible for: N/A

Job Purpose: To support the LA to meet its statutory responsibilities in relation to school admissions and to enable children and young people to access a suitable education for their age and needs. To maintain positive working relationships with a broad range of internal and external stakeholders and specifically education professionals both in and out of the authority including schools.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To clearly explain complex education related information to a range of professionals and families, particularly around legal requirements to attend school, and provide advice, guidance and interpretation of internal and external policies.
2. To liaise with, support and challenge admissions officers and management teams in schools regarding the provision of child specific information to inform the statutory processes around school admissions.
3. To maintain robust data including inputting family specific information and recording systems.
4. To produce and present updated information in appropriate formats for use by specialists and senior managers within the service.
5. Attend drop-in sessions in community and voluntary sector locations, to provide advice and guidance to families.
6. To be the main point of contact for the cases within the cohort.
7. To support the development of printed and online information for schools, parents/carers, children and young people to explain parent and children's rights and promote the importance of education and good attendance.
8. To appropriately escalate issues of safeguarding practice around children missing education.
9. To promote and implement the Council's Equality policy in all aspects of employment and service delivery.