

JOB DESCRIPTION

TITLE: Admissions, Planning and Elective Home Education Administrator

POST NO: PREF101281

DEPARTMENT: Children, Families and Education

DIVISION: Education

RESPONSIBLE TO: Elective Home Education Co Ordinator

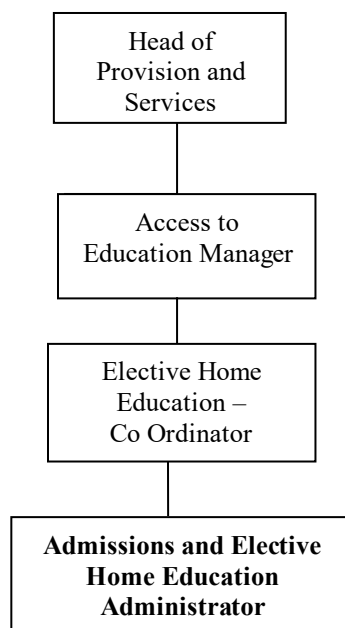
GRADE: L3

PURPOSE OF POST:

Responsible for the administrative function relation the Council's oversight role of Elective Home Education.

Provide administrative support in respect of Admissions and School Place Planning.

ORGANISATION CHART (directly relevant to this post):



PRINCIPAL RESPONSIBILITIES:

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| 1. | Undertake all administration in respect of the Council's oversight role in relation to pupils whose parents have opted for Elective Home Education. This includes: | 60 |
| | <ul style="list-style-type: none">• Collate and check background information to inform risk assessments.• Work collaboratively with colleagues from other departments, involved with EHE pupils.• Communicate with parents over the phone and in writing regarding queries, EHE Officer visits and the outcome of the visit.• Manage the in-box for Elective Home Education, responding to emails and referring matters to the EHE Co Ordinator and EHE Officers, where appropriate.• Managing the EHE and EYES (EHE) database and student files and compile statistical data to inform management reports and in response to FOI enquires and provide quantitative and qualitative data.• Work with the EHE Officers to ensure the website and information for parents is up to date.• Keep up to date on changes to statutory guidance and legislation. | |
| 2. | Support the Admissions and Appeals Team, particularly at peak times. Office duties including providing advice to parents and schools, inputting application forms and collating background information and any other duties where required. | 20 |
| 3. | Compile statistical data for reporting purposes and to feed into pupil projections. | 10 |
| 4. | Arrange and minute meetings, as required, and provide administrative support to the EHE Co Ordinator. | 10 |

DIMENSIONS:

Supervisory Management:	None
Financial Resources:	None
Physical Resources:	Minimal – movement of archive boxes
Other:	

CONTEXT:

This post is crucial to the effectiveness of the Council's oversight of pupil's receiving elective home education from their parents. Oversight of EHE is undertaken by a small team primarily comprising of this post and the EHE Officers, often working under pressure. The post holder will also provide a limited amount of administrative support to the Admissions Team and the EHE Co Ordinator. Given the flexibility of this post the post holder must be committed to a team approach and be able to prioritise conflicting workloads.

Ensure that policies, procedures and activities are revised and/or implemented in a way that makes sure of equality for all in the way the service is delivered and also reflects the Council's commitment to work in active partnership with the community to regenerate Luton and improve the quality of life for all its citizens.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of administrative processes and procedures. Experience of using word processing and spreadsheet packages and maintaining databases.	1, 2 1,2		

Skills/Abilities	Organisation skills – able to manage periods of heavy and sometimes conflicting work demands.	1, 2		
	Able to work in co-operation with others in the team	1, 2		
	Literacy skills – able to draft straightforward letters and respond to emails. Able to clerk meetings and take accurate minutes.	1, 2, 3		
	Numeracy skills – able to create spreadsheets and databases.	1, 2, 3		
	Communication skills – able to deal politely and tactfully with a wide range of people who may be angry and frustrated on the telephone or face to face. Give appropriate advice and signpost for further support, where necessary.	1, 2		
	Methodical and accurate approach to work tasks.	1, 2		
	Able to work within established policy and procedure.	1, 2		
Equality Issues	Able to demonstrate an understanding of the effects of discrimination on service delivery and on work contacts.	1, 2		
Specialist Knowledge			Some knowledge of any of the following: EHE, Admissions and/or School Place Planning	
Education and Training	Business Admin Level 2 or equivalent.			

Other Requirements	Required to work occasionally in the evenings (frequency - maximum of *2 per year)	1, 2		
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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that **Luton Borough Council's** policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)
- (iv) GCSx Acceptable Usage Policy (where applicable)