

JOB DESCRIPTION

TITLE: Education Admission Appeal Panel Clerk

POST NO: New

DEPARTMENT: Governance

DIVISION: Legal Services

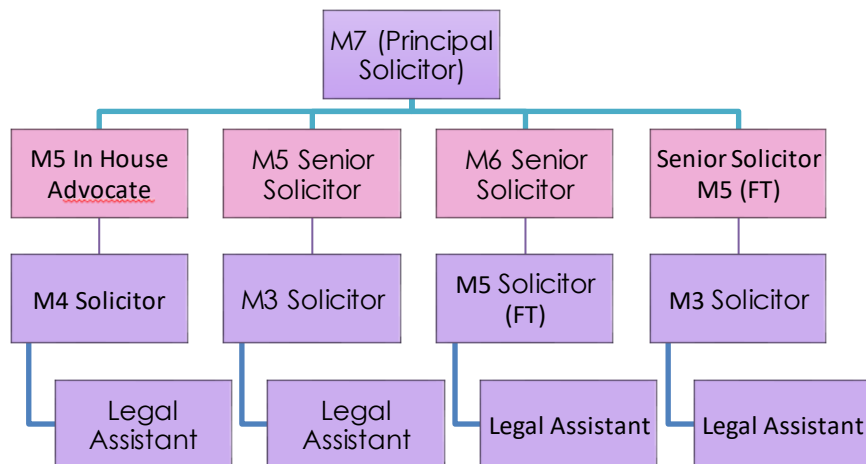
RESPONSIBLE TO: Principal Solicitor (Children's Social Services)

GRADE: L6 – hourly paid (peak times May/June/July)

PURPOSE OF POST:

To clerk independent admission panel hearings for the benefit of children, parents and schools, in accordance with the legislation, DfE code for School Admission Appeals and any local guidance. Current average is 60 full day appeals p.a. requiring Clerk attendance (each with 8–10 individual hearings), with preparation and correspondence notifying parents requiring additional day per full day of appeals.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES	%
1. To clerk independent admission panel hearings for the benefit of children, parents and schools, in accordance with the legislation, DfE code for School Admission Appeals and any local guidance.	40
2. To advise parties to the appeal on the procedures and deal with any questions they may have.	10
3. Advise panel on points of law and procedure, as necessary to ensure parties have a fair and independent hearing and that the decisions are made within the law and based on the information available.	10
4. Ensure that parties have been given reasonable opportunity to present their case and the points are considered by the panel in accordance with the rules of natural justice Part 6.	10
5. To produce an accurate record of the proceedings and deliberations, recording the panel's decision. The record of decision must include matters that were taken into account and show broadly on what basis the panel reached their decision.	10
6. Make any reasonable adjustments during the appeal to ensure that any person involved in the hearing can take a full and active part in the process (ref EA2010 / protected characteristics).	5
7. To notify in a timely manner (i.e. within five school days) the parties to the appeal by producing written decision letters.	10
8. To assist Legal Services in responding to Ombudsman and Education Funding Agency enquiries and actions for Judicial Review.	5

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: Personal equipment, desktop computer etc.

Other: Information, often confidential, about the Council, its business, and clients of Council departments

CONTEXT:

The Clerk must provide an independent and impartial service.

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*JD reviewed: April 2017 B.Delany/A.Claridge
JE Panel: 06.04.17*

The post demands a high degree of sensitivity and diplomacy, with the ability to offer a calm and understanding approach to complex issues. The postholder must be able to negotiate, persuade and influence others in difficult and emotive circumstances.

The Clerk must work within the confines of education law, regulations and DfE guidance and local policies.

It will be expected that the postholder will be able to demonstrate motivation, commitment and determination to effective and professional service delivery.

It is envisaged that the appeal hearings will predominantly take place at the Legrave Centre, Strangers Way, Luton

It is essential that the job holder reflects the Council's safeguarding equalities and health & safety policies in all aspects of his/her work.

Physical Effort; normal office environment,

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 <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Have a thorough knowledge and understanding of the DfE Code for School Admissions and School Admission Appeals and the legal framework governing school admissions and appeals.	1,2	Local Government experience	1,2
	Knowledge of working in a committee role and/or experience of clerking school admission appeals	1,2		
Skills/Abilities	Able to establish credibility with parents, panel members and admission authority representatives.	1.2	Previous experience of working or dealing with the public in a professional capacity.	1,2
	Strong interpersonal and communications skills, active listening skills, ability to present information concisely and accurately with the ability to adjust style as circumstances demand in order to achieve positive outcomes.	1.2	Previous experience of minute or note-taking	1, 2
	Able to remain firm, calm and courteous under pressure.	1.2	Experience of using case management systems	1,2
	Appreciation of individual's differing circumstances and backgrounds.	1,2		
	Demonstrate an impartial standpoint, using an assertive and diplomatic regard to ensure the facts are established in order to judge each case equally and fairly and with understanding and commitment to Client Care.	1,2		

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	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2		
	Able to use IT systems including database packages	1,2		
Equality Issues	Knowledge and understanding of basic equalities issues and legislation	1,2		
Specialist Knowledge	Adhere to the law and on data protection, equal opportunities plus adhere to Luton Borough Council policies	1,2,		
	Knowledge and understanding of education conditions in Bedfordshire and legislation governing school admissions and appeals	1,2		
Education and Training	Post-holder must ensure they are kept up to date by attending training, review events and by reading briefing papers.	1.2		
Other Requirements	Agile/flexible working to suit service needs.	2		
	Travel to venues in Luton to attend panels (vary depending on size for group sessions and availability)			

(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 Acts 1984 & 1998

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