



Job Description

Department: Children's Services

Division/Section: Education Directorate

Job Title: Admissions and Attendance Manager

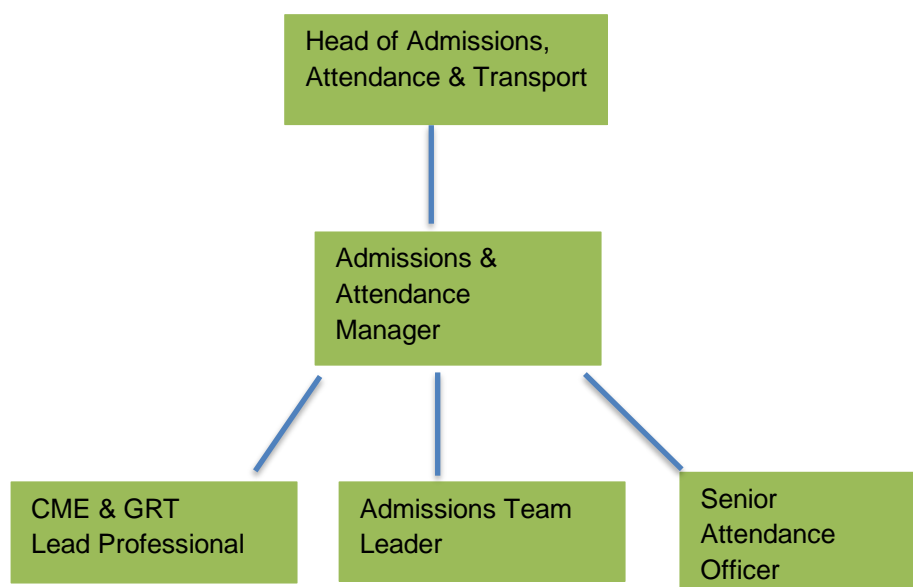
Post No: 014453

Grade: 14

Reports to: Head of Admissions, Attendance & Transport

Organisation Chart:

Show immediate
manager and any
jobs reporting to
this post.



**DBS Check
applicable?**

Basic ☐ Standard ☐ Enhanced X None ☐

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☐ No ☒ x

**Line Management
responsibility for:**

No. of direct reports: 3

No. of indirect reports: 14

Size of budget: Accountable for traded services budgets, approximately £34,000

Main Duties and Responsibilities:

To provide strategic and operational leadership in the following areas:

- Monitoring and approval of legal enforcement statutory returns, FoI requests
- Ensuring that Peterborough City Council meets all statutory duties in relation to school attendance
- To provide day-to-day management to the Admissions Teams to ensure the effective and timely admission of children to schools in Peterborough, either as part of the coordinated in year admissions process, or as part of the annual transitions process
- School attendance and school admissions data analysis and reporting
- Oversight and strategic leadership of policy and guidance documentation
- Lead for all complex casework both within the admissions team and attendance service. This will include complex prosecutions as well as leading on context specific admissions casework – for example Ukrainian Guest school places.
- Ensuring that Peterborough City Council meets all statutory duties in relation to Elective Home Education, Admissions and Attendance
- Providing advice, training, leadership and professional development for Attendance and Admissions Officers
- Managing the prosecution process and the issue of penalty notices across the city (Approx 6,500 cases per academic year)
- Strategic lead for contentious and complex cases involving families open to the school attendance service and or admission appeals
- Working in partnership with wider services to ensure clarity and consistency in all matters relating to Peterborough City Council's statutory duties in relation to school attendance and school admissions
- Liaising, building relationships and exercising strong negotiation and persuasion techniques to influence outcomes with schools, parents, DfE, Connecting Families Service and other stakeholders
- Responding to complaints and taking appropriate action
- Performance Management of all direct reports
- Liaison with PCC legal advisers
- Leading regular briefing meetings for school staff
- Line management – Senior Attendance Officer and Admissions Team Leader
- Attendance at School Improvement Board, Safeguarding Children Board and/or Scrutiny Committee meetings as appropriate
- Marketing and expansion of traded services and associated budget management responsibility
- Ensuring close and positive liaison between attendance and admissions service teams
- Active membership of the Education Management Team
- Support for the Head of Admissions, Attendance & Transport on all matters related to school attendance and school improvement, including providing reports as appropriate upon request.

**Generic
Responsibilities:**

To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

**Flexibility
Clause:**

Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

Person Specification

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> - Thorough and detailed knowledge of the school attendance, child employment and elective home education legal frameworks and requirements (A,I,P) - Knowledge of current legislative issues in relation to education and to local authorities (A,I,P) - Knowledge of best practice in delivering a high quality service to schools and others (A,I,P) - Knowledge of evidence-based best practice in relation to improving school attendance (A,I,P) - Knowledge and understanding of the admissions process - An up-to-date knowledge and understanding of education law as it pertains to schools admissions, appeals 	
SKILLS & ABILITIES	<p>Deal with the general public in a calm, effective, polite, reasonable and efficient manner, giving advice and support as appropriate (A,I)</p> <p>Organise and prioritise workload flexibly and appropriately to meet deadlines (A,I,W)</p> <p>Interpersonal skills which demonstrate the ability to work positively and in partnership with schools and others (A,I,P)</p> <p>Ability to build and maintain effective working relationships with a variety of partners and stakeholders (A,I,P)</p> <p>Monitoring of the performance of schools, colleagues and the service and taking action as appropriate (A,I,W)</p> <p>Excellent verbal, written and analytical skills, interpreting data and writing associated reports (A,I,W,P)</p> <p>Ability to use IT systems effectively (A,I)</p> <p>Ability to lead meetings of large numbers of delegates (A,I,P)</p> <p>Ability to present clearly and positively to meetings of senior officers and elected members (A,I,P)</p>	

	<p>Ability to promote and extend traded services from Peterborough City Council to significant stakeholders and partners (A,I,P)</p> <p>Ability to build, maintain and monitor a traded service budget, providing appropriate reports upon request (A,I,W)</p>	
EXPERIENCE	<p>At least 3 years' experience of working within a local authority attendance service environment (A)</p> <p>Significant experience of using the legislative framework in relation to school attendance (A)</p> <p>Successful experience of budget management and reporting (A,I)</p> <p>Successful experience in a management or supervisory role (A,I)</p> <p>Significant and successful experience of working in partnership with schools and members of the public (A,I)</p>	<p>Successful experience in a senior leadership role</p> <p>Organisational experience of planning and delivering large scale information events</p>
QUALIFICATIONS	<p>A recognised education/social work/health service/children's services qualification (A)</p> <p>Appropriate qualification in English and Mathematics (at least GCSE or equivalent) (A)</p>	
PERSONAL CIRCUMSTANCES	<p>Able to work outside of normal hours when necessary, including attendance at meetings in the evening or weekend (A)</p> <p>Able to travel freely and independently across the local area on a daily basis (A)</p>	
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A,I)</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care (A,I)</p>	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A/I) Application / Interview, (P) Presentation, (W) Written Test.]