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Admissions and Transport Manager

Job Description

Position Pay Level: 8
Position Pay SCP: SCP 36 – SCP 41
Salary: £49,868 – £55,273 (**Inclusive of Local Weighting Allowance of £1,130 per annum)**
DBS requirement: Enhanced

Reports to: Head of Service, Education Services, Education and Inclusion
Responsible for: Admissions & Transport Team Leader, Senior School Admissions & Transport Officers
Number of reports: Direct 1, Indirect 5

Main purpose of Job:

- To ensure that all admissions operations are completed in a timely and efficient manner in line with the Admissions Code
- To ensure that all admissions appeals work is completed on time and in line with the admission's appeals code
- To ensure that vulnerable and hard-to-place pupils can access education
- To ensure that transport applications are assessed in a timely manner and transport provided if eligible
- To ensure that licensing applications are assessed and issued in a timely manner
- To manage the Admissions & Transport Team to achieve the above

Main Accountabilities:

- To ensure that all admissions operations run efficiently and accurately and meet statutory and local deadlines. This includes application processes for reception and year 7 phase transfer and in-year application processes for primary and secondary schools.
- To review and update all publicity and public material including application forms, online information on the SBC website and the annual admissions booklets. To maximise the use of online processes.
- To work with the Schools Access Officer to reduce exclusions and ensure excluded, hard-to-place pupils and looked after children receive education. This can involve negotiations with Heads and other agencies about appropriate support and funding

- To support the School Attendance & CME Officers. This will include nominating schools to be used in Attendance Orders and providing information on vacancies across Slough. Advise and support Heads about admissions issues.
- To ensure appeals statements are accurate and completed on time and to manage the presentation of cases.
- To ensure that transport applications are assessed in a timely manner and transport is provided if eligible and that the home to school transport operation is customer focussed and responsive.
- To manage the Service Level Agreement (SLA) with Slough Borough Council's transport team and review each year and negotiate with contractors annually regarding the supply of travel passes.
- To identify areas of risk and concern in transport operations and present solutions to resolve problems.
- To ensure that licensing applications are assessed and issued in a timely manner and that queries from parents and agents are dealt with appropriately.
- To ensure requests for information from parents, councillors, MPs and other agencies are responded to in a timely way and that data provided is accurate and up to date.
- To manage the Admissions and Transport Team, including reviewing how staff are deployed and organised to meet deadlines during peak periods.
- Consider the team's safeguarding responsibilities in undertaking the work above and take appropriate action when necessary
- To review processes, systems and procedures for all the above to ensure the service provided is efficient, effective, fair and transparent.
- Any other duties required by the Head of Service, Education Services, Education and Inclusion

Person Specification
Admissions & Transport Manager

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Experience providing a service for the public	Essential	A/I
	Significant experience in education or a closely related field	Essential	A/I
	Supervisory or managerial experience	Essential	A/I
Skills and abilities	**Managing Resources** An ability to manage a team, responding to changing priorities and pressures and deploying staff accordingly	Essential	A/I
	Working with Customers • Ability to provide a customer focussed service • Ability to deal with demanding members of the public in a helpful manner and provide clear advice • Ability to work flexibly to meet the demands of the service, including attending some evening meetings at schools	Essential	A/I
	Working with Partners • Ability to work in partnership with schools and other agencies and develop good working relationships • Excellent IT skills including ability to manage large volumes of data and data exchange processes between schools, local authorities and other agencies	Essential	A/I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Knowledge and understanding	Detailed knowledge of school admissions and exclusions processes and the legal framework within which they operate	Essential	A/I
	Knowledge and understanding of the admissions and appeal codes and how these are applied within the admissions service	Essential	A/I
	Knowledge of school transport processes and the legal framework this operates in	Essential	A/I
	Knowledge of current general issues in education	Essential	A/I
Qualifications	Degree or equivalent qualification or experience Evidence of management training	Essential	A/I
	Current driving licence and access to transport	Essential	A/I
	Degree or equivalent qualification or experience. Evidence of management training	Essential	A/I